



Exhibitor Manual

49th AIAA/ASME/SAE/ASEE Joint Propulsion
Conference and Exhibit (JPC)

15-17 July 2013
San Jose McEnery Convention Center
San Jose, California

IMPORTANT: If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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The World's Forum for Aerospace Leadership

April 15, 2013

Dear Exhibitor,

On behalf of AIAA, we would like to say thank you for your participation in and support of the **49th AIAA/ASME/SAE/ASEE Joint Propulsion Conference and Exhibit**. This event would not be a success without the support of organizations like yours and we at AIAA would like you to know how much we appreciate your support.

This exhibitor service manual contains all of the information your organization will need regarding the logistics of this event. If you are not the person who should be receiving this, please forward it to the appropriate person as soon as possible so that your organization can take advantage of the available milestones.

We would like to call to your attention that the following scheduled networking events in the exhibit hall for exhibitors and conference attendees include:

Sunday, 14 July

1800-1930 Welcome Reception

Monday, 15 July

0700-0800 Networking Break

0900-0930 Networking Break

1200-1300 Luncheon Reception

Tuesday, 16 July

0700-0800 Networking Break

0900-0930 Networking Break

Wednesday, 17 July

0700-0800 Networking Break

0900-0930 Networking Break

Finally, on Monday, 1830-2100 hrs, AIAA is organizing an off-site networking event at the Tech Museum of Innovation. Ticket cost is \$25. Included in this manual are forms to purchase tickets, should your schedule allow for this event.

AIAA strives to make our events the very best they can be. To that end, once the event has concluded we will be distributing an event survey to all exhibiting organizations. We ask that you please take a few moments to complete the survey and provide us with your feedback. Your constructive criticism is welcome and encouraged.

If we can be of assistance in preparing for this event, while onsite, or after the event has concluded, please feel free to contact us. Once again, thank you for supporting this event and we will see you on the show floor!

Regards,

Chris

Chris Grady
Exhibit Sales Manager

AIAA

chrisg@aiaa.org

703-264-7509

Jean

Jean Riley
Fluid Dynamics Exhibit Operations

AIAA

jeanr@aiaa.org

703-264-7553

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Phone: 703/264-7500 • Fax: 703/264-7551 • <http://www.aiaa.org>



The World's Forum for Aerospace Leadership

**49th AIAA/ASME/SAE/ASEE Joint
Propulsion Conference and Exhibit (JPC)
San Jose Convention Center
San Jose, California**

Important Deadlines

[illegible]



49th AIAA/ASME/SAE/ASEE Joint
Propulsion Conference and Exhibit (JPC)
San Jose Convention Center
San Jose, California

Exhibit Guide Listing Form

Deadline: 28 May 2013

Please complete this form and return it to Jean Riley by the above deadline for inclusion in the Exhibits Guide. Late submissions may be omitted. The information you provide will be used verbatim except for the correction of obvious typographical errors, so please be sure to proofread your content prior to submission.

Part I – Your contact information – for AIAA internal use only

Contact Person:		Email Address:	
Telephone Number:		Fax Number:	

Part II – For use in the Exhibit Guide

Exhibiting Organization Name:	
Street Address:	
City, State, Zip/ Postal Code:	
Country:	
Website URL:	
Email Address to be listed in Exhibit Guide:	
Company Description: (50 words or less)	

Please send this completed form and include a vector file .eps or .ai of your color logo (if you did not send your logo for the event preview) and direct any questions to Jean Riley at jeanr@aiaa.org or fax to 703-264-7551.



49th AIAA/ASME/SAE/ASEE Joint
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San Jose Convention Center
San Jose, California

Exhibit Booth Staff Badge Registration Form Deadline: 14 June 2013

The purpose of this form is to supply AIAA with the names of the support staff who will be working the exhibit booth. Staff with exhibit only badges will be allowed access into the exhibit hall during off hours (prior to show opening and after show closing). It is important that you supply us with these names for this purpose. ***We will be using a new badging system that requires that you stick to this deadline.***

Please note there is **no badge limit** for staff members working the exhibit booth. Exhibitor badges will include the participant's name and the company name under which the booth was purchased. Please be sure that names are spelled correctly. All badges will be picked up on-site at Exhibitor Registration. Exhibitor Registration will be open on-site during the posted Exhibit Schedule (except during reception(s) and move-out).

Each 10X10 receives two tickets per 10X10 booth for use by booth personnel, per day for each catered networking activity during show hours, and held in the hall. If you have additional staff working your booth, we suggest purchasing additional meals located in the next form.

Part I – Each company receives ONE full conference registration that provides access to the sessions. No meals are included. If you do not plan on using this registration option, please skip to Part II.

Name of Exhibitor to receive one conference Registration to attend sessions	
Organization	
Organization Address	
Exhibitor Email Address	

Part II – Please list the names of the exhibitors staffing your booth. If you have completed Part I above, you do not need to repeat the name in Part II below.

# of Badges	Organization Name	Organization Address	Full Name	Email Address
1.	(EXAMPLE) ABC Company	123 Bell Lane , San Antonio, TX 20003	Lt. John Smith	John@mac.com
1.				

2.				
3.				
4.				
5.				
6.				
7.				
8.				

Please complete and send this form to Jean Riley at jeanr@aiaa.org or to fax to 703-264-7551.



49th AIAA/ASME/SAE/ASEE Joint
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Exhibit Booth EXTRA Lunch Tickets Form Deadline: 24 June 2013

AIAA will provide Exhibitors box lunches on Tuesday, 16. Lunch tickets will be assigned based on square footage purchased (2 lunch tickets per 100 square feet per day). Additional lunch tickets may be purchased for \$35.

Please complete the following form for **EXTRA lunch tickets** and return to Jean Riley by the above deadline. If you do not wish to purchase additional lunch tickets you do not need to complete this form.

Contact Person:		Email Address:	
Booth number:		Square Footage:	
Phone Number:		Fax Number:	
# of Additional Lunch Tickets Needed for TUESDAY :		Amount Due (# of tickets x \$35):	
		TOTAL:	

Credit Card Information for Lunch Ticket(s): (MasterCard, Visa, AMEX only)

Card Number:

Security Code (3-4 digit # on back of card):

Expiration Date:

Cardholders Name:

Please complete and send this form to Jean Riley at jeanr@aiaa.org or to fax to 703-264-7551.



49th AIAA/ASME/SAE/ASEE Joint
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Tech Museum of Innovation

Monday, 15 July, 1830 -2100 Hrs

Ticket Form

Deadline: 24 June 2013

This ticket includes light hors d'oeuvres and drinks. The museum is located a short walk across the street from the San Jose McEnery Convention Center. Price of the ticket is \$25.

Contact Person:	Phone Number:	Email Address:
Number of tickets:		
Total Price:		
Credit Card Information for Lunch Ticket(s): (MasterCard, Visa, AMEX only)		
Card Number:		
Security Code (3-4 digit # on back of card):		
Expiration Date:		
Cardholders Name:		

Please complete and send this form to Jean Riley at jeanr@aiaa.org or to fax to 703-264-7551.

AIAA Rules and Regulations

Non Official Contractor

If an exhibitor requires a service-contracting firm other than the designated contractor to install, dismantle, or work on their booth, notification must be provided to Arata by 14 June 2013. If credentials are not on file, contractors may be prohibited from entering the show floor. **AIAA will not supply information to display houses who are “bidding” for your business. The exhibitor must make any request for information required in writing to Arata.**

An exhibitor may employ the services of an exhibitor-appointed contractor to install and dismantle the display, providing the exhibitor and the independent installation and dismantling contractor comply with the following requirements:

The exhibitor-appointed contractor must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR’S RESPONSIBILITY TO MAKE SURE ARATA HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL AND SENT TO THE EXHIBITOR.**

- 1) The exhibitor must notify ARATA of the intention to use an independent contractor by **14 June 2013**, furnishing the name, address, and telephone number of the firm as well as the name(s) of the onsite appointed contractor(s).
- 2) The exhibitor-appointed contract must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR’S RESPONSIBILITY TO MAKE SURE THE NON OFFICIAL CONTRACTOR HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL.**
- 3) The non official contractor must have all licenses, permits, or bonding required by the federal, state, county or municipal governments, and the exposition hall management prior to commencing work, and shall provide Arata with evidence of compliance.
- 4) **The non official contractor must have purchased, and have in effect, insurance, and have provided Arata with a copy of a valid insurance certificate within 30 days of the event. AIAA must be named as additional insured.** This insurance must be maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the exhibitor-appointed contractor is domiciled for the following coverage:
 - a. **An active worker's compensation insurance policy covering all permanent employees and all temporary labor hired to perform work on this event.**
 - b. **Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1,000,000.00 each occurrence.**
 - c. **Automobile liability insurance of not less than \$500,000.00 for bodily injury and property damage, each occurrence.**
- 5) The non official contractor must follow the scheduled work times or pay any additional cost incurred because of extended hours.
- 6) The non official contractor must furnish Arata with a list of employees, who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges that will be provided by AIAA.
- 7) The non official contractor must not solicit business on the show floor.
- 8) The non official contractor must confine their operation to the exhibit area of their client(s). No service desk, storage areas, or other work facilities will be located elsewhere at the exhibition site.
- 9) The non official contractor must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or

labor problems.

- 10) The exposition floor, aisles, loading docks, service, and storage areas will be under the control of AIAA's official service contractor. The non official contractor must coordinate activities with the official service contractor. Appeals of the decisions of the show manager will be made to AIAA, who will render the final and binding determinations.
- 11) Violation of above stated rules will lead to expulsion from the exhibit hall.

General Rules

International Traffic in Arms Regulations

AIAA exhibitors are reminded that their exhibits at the conference could be controlled by the International Traffic in Arms Regulations (ITAR). U.S. Organizations are responsible for ensuring that technical data they display via their exhibits in open forums to non-U.S. Nationals in attendance should be compliant with the ITAR export restrictions. U.S. Nationals are likewise responsible for ensuring that they do not discuss ITAR export-restricted information with non-U.S. Nationals in attendance.

Booth Staffing

Exhibitors agree to abide by the installation and dismantling times set by AIAA and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager may be subject to penalties applied at the discretion of AIAA. The penalties can range from loss of priority status to exclusion from any and all AIAA events.

Operating Area

AIAA reserves the right to impose limitation on noise levels and any other method of operation, which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.

Carpet/ Floor Covering

Floor covering is required for all exhibits at all AIAA events.

Children

For safety reasons, no persons under the age of 18 are allowed in the exhibit hall without parental supervision at any time.

Shoes

For your own safety, **no open toe shoes or sandals of any kind are permitted in the exhibit hall during move-in or move-out.**

Display Rules

In-line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. In-line booths are sometimes referred to as “Linear Booths”.

Size

The standard In-line booth size in the US is 10'x10' (3.05m x 3.05m) although there are exceptions where the depth of the booth will vary and the space offered is 9'x10', 8'x10' and in some extreme cases even 5'x10'. These variations are usually as a result of trying to maximize a small space.

Rules Applying to In-line Booths

Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle. Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10' of an adjoining booth. In other words for any In-line booth space longer than 30', the 4 foot restriction is only applied to the 10' booth sections on the left and right extremes of the space.

Variations to In-line Booths

There are two variations to In-line booths and they are the Corner Booth and the Perimeter Booth. A Corner Booth is defined as an In-line booth that is exposed to aisles on two sides. All rules that apply to standard In-line booths apply to Corner Booths without exception. A Perimeter Booth is an In-line Booth that backs to a wall or otherwise has no other booths behind it. A Perimeter Booth may deviate from standard In-line Booth rules only to the extent that the maximum backwall height may go as high as 12'.

Hanging Signs

Hanging signs of any type are not permitted for In-line booths in any configuration.

End-cap Booths

An End-cap booth is defined as two In-line booths that are exposed to aisles on three sides.

Rules Applying to End-cap Booths

While some events do allow the use of End-cap booths, the rules that are generally applied in order to maintain sight-lines tend to be quite confusing and are extremely limiting to the point where the usable space is only 50% of the total. To eliminate the issues that come with them, End-cap booths are not permitted.

Peninsula Booths

A Peninsula Booth is composed of at least 4 contiguous booths and is exposed to aisles on three sides. There are two variations to the Peninsula Booth; a) one which backs up to In-line booths and b) one which backs up to another Peninsula Booth and are sometimes referred to as a "Split-Island Booth".

Size

Peninsula Booths are generally 20'x 20' or larger but can vary in one dimension depending on the standard booth established for the event, i.e. if the standard In-line booth is 8'x10' then a Peninsula Booth would be 16' x 20' or larger.

Rules Applying to Peninsula Booths

In-line - When a Peninsula Booth backs to two In-line booths, backwall height is restricted to 4 feet within 5 feet of each aisle to allow for reasonable sight-lines for the adjacent In-line booths. The maximum height is 16' including signage for all other parts of the space.

Split-island – When a Peninsula Booth shares a common backwall with another Peninsula Booth, the entire cubic content of the space may be used without any backwall sight-line restrictions up to a maximum height of 16'.

Hanging Signs

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides.

Size

Island Booths are generally 20'x20' or larger.

Rules Applying to Island Booths

The entire cubic content of the space may be used up to the maximum height of 16'.

Hanging Signs

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Other Things to Consider

More on Hanging Signs

PLEASE NOTE: Hanging points for signs may differ from actual ceiling heights and may depend on the weight of the sign. This information must be requested of the general service contractor/ decorator BEFORE asking for approval by show management. As a general rule, AIAA allows the top of the hanging sign to be no more than 16 feet from the floor when being hung over an island or peninsula booth. This is a *general rule* and varies depending on ceiling height and other factors. Please get the appropriate approvals before designing your display and hanging signs!!

Structural Integrity

Displays should be designed, constructed and erected in such a way that will withstand normal contact caused by neighboring exhibitors, hall laborers or vibration caused by equipment such as forklifts and boom lifts. Exhibit structures should also be able to tolerate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Multi-story Exhibits

A Multi-story Exhibit is a display where the structure is in excess of 12 feet, and includes double and triple-decker booths. Some venues require prior approval of multi-story exhibits by the facility and/or applicable local government authorities because it is deemed to be a “structure” for building purposes. A building permit based on an application and drawings prepared and submitted by a licensed architect or engineer may need to be obtained. It is the exhibitor’s responsibility to make sure that they are in compliance with local building regulations and as this can be a lengthy process to start early on to ensure that all time constraints are met.

Towers

A tower is a freestanding exhibit component. Towers taller than 8 feet should have drawings available for inspection. As with multi-story exhibits local regulations in many facilities strictly govern the use of towers. A building permit may be required.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available online from the US Department of Justice at www.usdoj.gov/crt/ada/infoline.htm

Flammable and Toxic Materials

All materials used in the construction of displays should be made of fire retardant materials and be certified as flame retardant. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. It is the exhibitor’s responsibility to dispose of any waste products they generate during the event in accordance with guidelines established by the US EPA and local authorities.

Electrical

Every exhibit facility has different electrical requirements and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage”.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage”.
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently not permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

The following guidelines should be considered when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and must be approved in writing by AIAA.
- Lighting effects should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.



**43rd Fluid Dynamics Conference and
Exhibit
Sheraton San Diego Hotel
San Diego, California**



arata expositions, inc.
4104 I.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming 49th AIAA Joint Propulsion Conference & Exhibit scheduled for 14-17 July 2013 at the San Jose Mc Enery Convention Center in San Jose, California.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING DRAYAGE CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.63% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the 49th AIAA Joint Propulsion Conference & Exhibit. If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

SHOW FACTS

JPC 2013

49th AIAA Joint Propulsion Conference & Exhibit
14 - 17 July 2013
San Jose Mc Enery Convention Center
San Jose, California

SHOW SCHEDULE

SET UP TIMES		
Saturday	13 July	0800 - 1700
Sunday	14 July	0800 - 1700

SHOW HOURS		
Sunday	14 July	1800 - 1930
Monday	15 July	0700 - 1100
		1200 - 1600
Tuesday	16 July	0700 - 1100
		1200 - 1600
Wednesday	17 July	0700 - 1100

MOVE OUT TIMES		
Wednesday	17 July	1100 - 1700

BOOTH EQUIPMENT:

All linear booths will be set with 8' high back wall draped in blue/grey/white/grey/blue. The 3' side rail drape will be blue. Each booth will be provided Pipe & Drape and a 7" x 44" ID sign indicating company name and booth number.

CARPET:

The exhibit hall is not carpeted. The aisle carpet will be blue.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive on or between
June 3- July 5 (0700 - 1500 M-F)
No deliveries on July 4th

To: **(Name of Exhibitor and booth number)**
For: JPC 2013
c/o: Arata Expositions, Inc.
c/o: YRC
201 Haskins Way
South San Francisco, CA 94080

DIRECT SHOWSITE SHIPMENTS

(Deliver on JULY 12 - 14, 2013 Only)

To: **(Name of Exhibitor and booth number)**
For: JPC 2013
c/o: Arata Expositions, Inc.
c/o: San Jose Mc Enery Convention Center
Exhibit Hall 2
408 Almaden Blvd
San Jose, CA 95110-2709



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

HELPFUL HINTS

JPC 2013

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

- Read the ENTIRE Exhibitor Service Manual.
- Complete all applicable order forms in their entirety. If you have multiple locations, please complete separate order forms for each location (booth, meeting room, etc.)
- A completed credit card authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure that the credit card information is complete and correct including the expiration date.
- Be sure you return the appropriate forms to the appropriate vendors by the order deadline dates. By submitting your order forms (with full payment) by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. Arata Expositions will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata and communicate them to your carrier. Refer to the special handling page to review the definition of special handling charges. You may want to share this information with your carrier.
- Bring the tracking numbers from all of your shipments as well as contact information for your carrier.
- Put together a trade show survival kit to include in your freight or carry with you, including: a small tool kit, stapler, staples, scissors, tape, pens & markers, and a first aid kit.

SHOWSITE

- A Customer Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need any assistance during the course of the event, you can contact all of the Official Vendors at the Customer Service Center.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.
- Work Zone: Customer acknowledges that the show site and surrounding areas are active work zones. Exhibitors, its agents, employees, and representatives are present at their own risk.
- If you have any questions or concerns about your final invoice, please be sure to contact the Arata Expositions, Inc. representative at the Customer Service Center before the close of the show. Absolutely no credits will be issued after the show closes.

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than 1700 Wednesday, July 17, 2013 or your freight will be re-routed onto T-3 Logistics.



arata expositions, inc.
4104 l.b.mcleod road
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phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

HOW TO PLACE YOUR ORDER

JPC 2013

Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed. All companies must provide a credit card authorization form with orders.** Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

FORMS TO ARATA EXPOSITIONS, INC.

- Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- Review our PAYMENT POLICY AGREEMENT carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CREDIT CARD AUTHORIZATION ON FILE.** A credit card authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the CALCULATION WORKSHEET.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual.
- Place your order online, if available, mail, fax this set of documents to:

Arata Expositions, Inc.
4104 L B McLeod Road
Orlando, FL 32811
Phone (407) 422-3636
Fax (407) 839-5929

FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located in the Exhibitor Service Manual.

ORDERS AFTER THE DEADLINE

If there is still time for forms to reach us by mail, air courier, fax or email, you are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

PAYMENT POLICY AGREEMENT

JPC 2013

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Arata Expositions, Inc. requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. **Please add \$25.00 to your total for all wire transfers.** Please contact our office for wire transfer information. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Material Handling Rate Schedule is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event: or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a credit card authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and **must** be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of \$50.00 for any returned check.

If the exhibitor is tax exempt, exhibitor must supply a certificate for the state in which the services are to be used.

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 3% service fee will be charged for the credit and a 3% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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CHARGE AUTHORIZATION

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All companies must provide a credit card authorization with order. Any remaining balance after completion of all show services will be charged to your authorized credit card.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

Booth Number(s) _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Ordered by _____ Date _____ Telephone _____

Fax _____ E-Mail _____

CREDIT CARD AUTHORIZATION

American Express ☐
Account #

MasterCard ☐

Visa ☐

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--

Cardholder's Name (Print) _____

Cardholder's Signature _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

(This form must be signed and accompanied by your order)



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THIRD PARTY PAYMENT

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

Please complete and return this form to charge the final balance for show services to a third party account. A third party credit card authorization must be received at least 30 days prior to show opening. **BOTH FIRMS MUST COMPLETE THIS FORM.** Any remaining balance after completion of all show services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

We understand, and agree, that we, the exhibiting firm, are ultimately responsible for payment of charges, and in the event the named third party does not discharge payment prior to show closing, such charges will revert to our firm.

We have read, understand, and agree to all the above terms and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Exhibitor Signature _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

☐ American Express ☐ Visa

☐ MasterCard EXPIRATION DATE: ____/____/____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Number

Please indicate which of the below items are to be charged to the third party:

- ☐ All Services ☐ Booth Cleaning
☐ Furniture, Carpet and Accessories ☐ Material Handling
☐ Labor
☐ Other (Please Specify) _____

Cardholders Signature _____

EXHIBITING COMPANY

Exhibiting Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Exhibitor Signature _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

☐ American Express ☐ Visa

☐ MasterCard EXPIRATION DATE: ____/____/____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Number

Please indicate which of the below items are to be charged to the exhibiting company:

- ☐ All Services ☐ Booth Cleaning
☐ Furniture, Carpet and Accessories ☐ Material Handling
☐ Labor
☐ Other (Please Specify) _____

Cardholders Signature _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF JUNE 28, 2013.



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COST CALCULATION

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As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

COST CALCULATION WORKSHEET

1. Furniture
2. Display Tables.....
3. Plush Carpet/Standard Carpet
4. Custom Furniture
5. Rental Units/Display Cases.....
6. Cleaning
7. Signs
8. Add 8.63% Sales Tax (lines 1-7).....
9. Forklift Installation.....
10. Forklift Dismantle.....
11. Snorkel Installation.....
12. Snorkel Dismantle.....
13. Labor Installation
14. Labor Dismantling.....
15. Material Handling Estimate.....
16. **BALANCE DUE***

***Your order will not be processed without a credit card on file.**



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SAFETY

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions employee. By reporting unsafe or hazardous conditions and by following the safety guidelines below you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES:

- Only authorized personnel and employees allowed, all others prohibited.
- This is an active work zone. Please treat the show areas during move-in and move-out as an active construction zone. Appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Never run in the exhibit hall. Please walk. Watch your step in aisles.
- Smoking is prohibited in the exhibit hall and dock areas.
- Stay clear of dock doors.
- Stay clear of heavy machinery.
- Never stand on furniture. The furniture is not designed to support your standing weight.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage. Do not overload outlets or plugs.
- Protect valuables at show site. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Keep fire exits clear and report any fires immediately.

If you notice anything unsafe please contact an Arata employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !



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STANDARD BOOTH CARPET

Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet



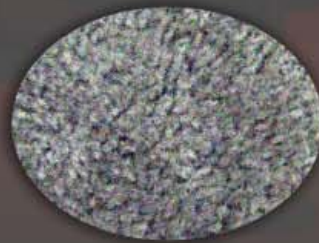
burgundy



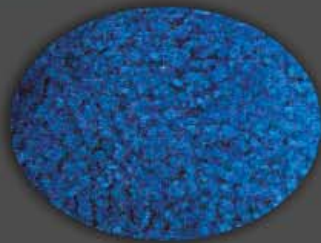
red



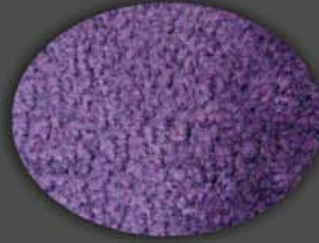
black



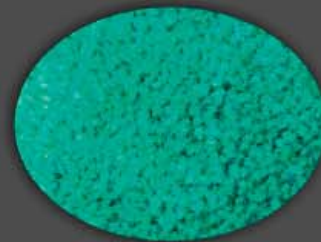
grey



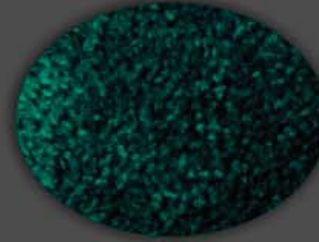
blue



purple



teal



hunter green

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gaithersburg, md 20877
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STANDARD CARPET

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STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$180.00	\$234.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$360.00	\$468.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$540.00	\$702.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$720.00	\$936.00	\$

Standard carpet is supplied **only** for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

STANDARD SPECIAL CUT BOOTH CARPET

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft **Discount Price** **Standard Price** **Extended Price**

_____ x \$3.95 per sq. ft \$5.14 per sq. ft = \$ _____

STANDARD CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

If item colors are not selected in advance, AEI will do so at no risk.

CARPET PADDING

	Discount Price	Standard Price	Extended Price
Single Padding _____ x _____ = _____ sq. ft. x	\$1.55 per sq. ft	\$2.02 per sq. ft	= \$ _____
Double Padding _____ x _____ = _____ sq. ft. x	\$3.10 per sq. ft	\$4.04 per sq. ft	= \$ _____

VISQUEEN

	Discount Price	Standard Price	Extended Price
_____ x _____ = _____ sq. ft. x	\$.85 per sq. ft	\$1.11 per sq. ft	= \$ _____

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total

8.63% Sales Tax

Total

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

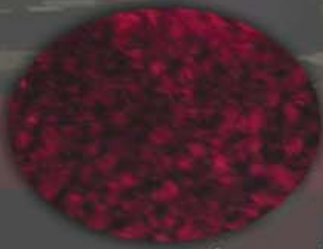
Contact Name

Telephone

Fax

CUSTOM PLUSH CARPET

Create a unique and inviting booth environment with any of our enticing color selections available in plush booth carpet



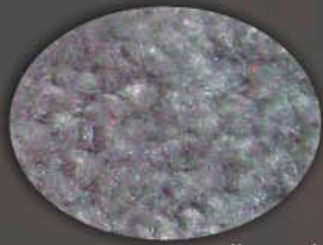
burgundy



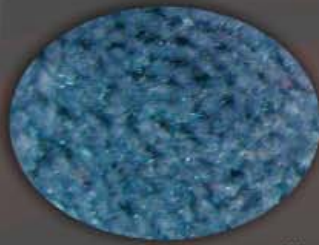
red



ice



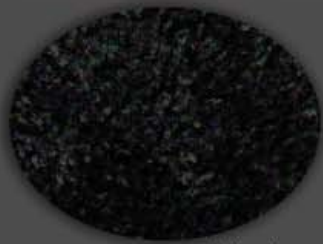
silver cloud



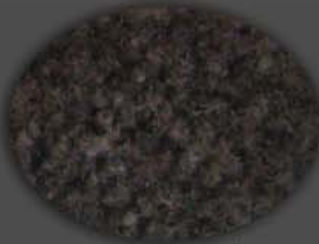
new blue



navy



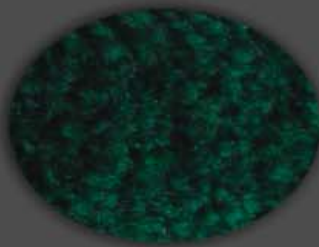
black



charcoal



beige



emerald

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PLUSH CARPET

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. If your rental carpet is damaged, you will be charged the full replacement cost which is equal to the rental charge.

PLUSH CARPET

This plush, heavy cut nylon pile carpet has built-in Scotchguard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____	x \$6.00 per sq. ft	\$7.80 per sq. ft	= \$_____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Navy ☐ Red ☐ New Blue ☐ Beige ☐ Emerald ☐ Silver Cloud ☐ Burgundy ☐ Ice **

If item colors are not selected in advance, AEI will do so at no risk.

**Purchase only @ \$7.50 per sq. ft discount or \$9.75 standard

CARPET PADDING

	Discount Price	Standard Price	Extended Price
Single Padding _____ x _____ = _____ sq. ft. x	\$1.55 per sq. ft	\$2.02 per sq. ft	= \$_____
Double Padding _____ x _____ = _____ sq. ft. x	\$3.10 per sq. ft	\$4.04 per sq. ft	= \$_____

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Plush Booth Carpet Total	
8.63% Sales Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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BOOTH CLEANING

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**ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.
NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.**

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

			Discount Price	Standard Price	Extended Price
Pre Show Cleaning	_____ x _____ = _____ sq. ft.	x	\$.54 per sq. ft	\$.65 per sq. ft	= \$ _____
Daily Cleaning	_____ x _____ = _____ sq. ft.	x	\$2.08 per sq. ft	\$2.50 per sq. ft	= \$ _____

The square footage is based on the overall size of the space occupied.

PORTER SERVICE

Emptying of wastebaskets once every two hours, show hours only. Rates are based on booth size.

	Cost per Day	Number of Show Days	Extended Price
Up to 500 square feet	\$110.00	x _____	= _____
501 to 1000 square feet	\$120.00	x _____	= _____
1001 to 2500 square feet	\$130.00	x _____	= _____
Greater than 2500 square feet	\$140.00	x _____	= _____

The square footage is based on the overall size of the space occupied.

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total	
8.63% Sales Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



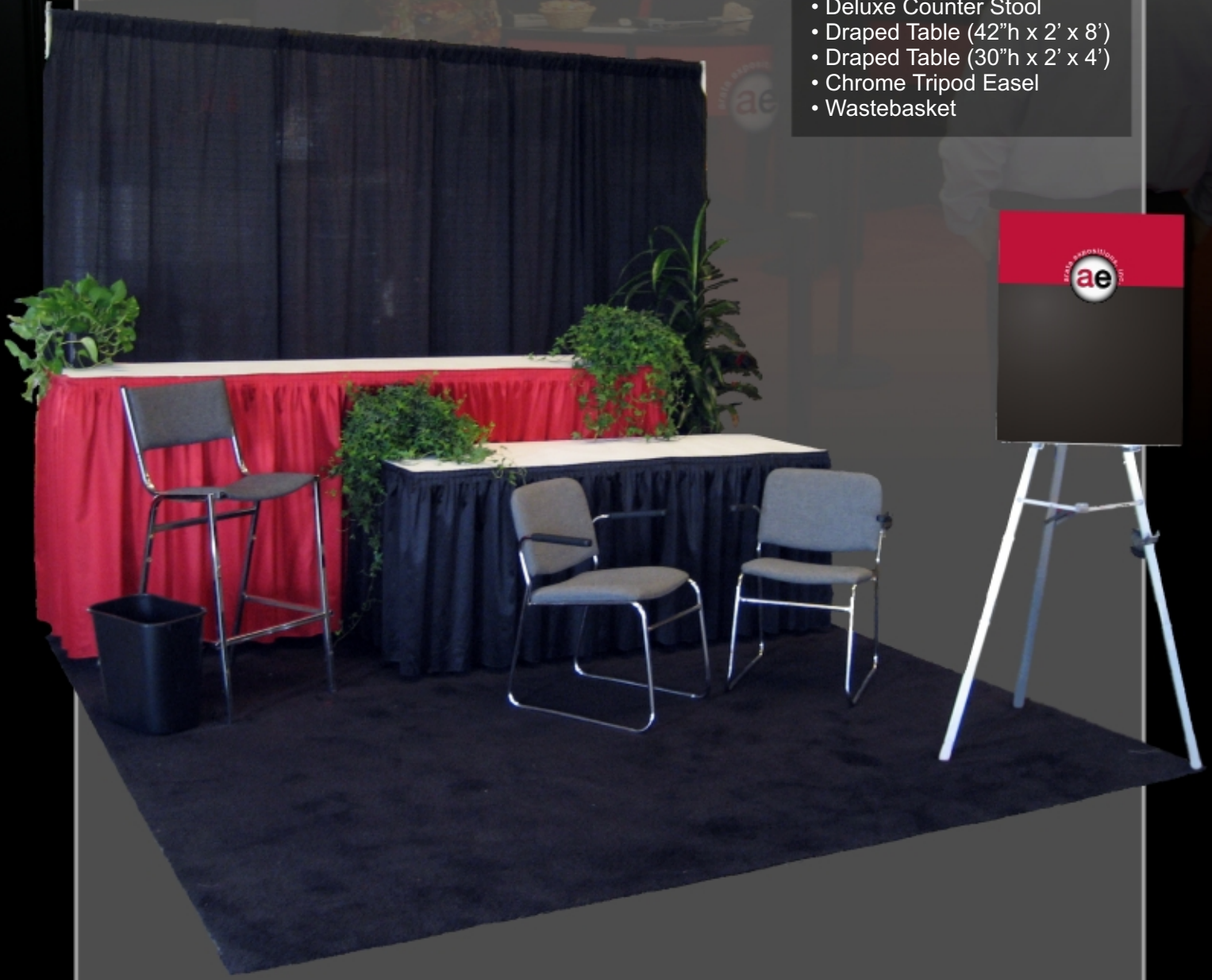
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STANDARD BOOTH FURNISHINGS

Choose from a full line of attractive, versatile booth furnishings to create just the right atmosphere for meeting with your prospects

SHOWN:

- Deluxe Arm Chair
- Deluxe Counter Stool
- Draped Table (42" h x 2' x 8')
- Draped Table (30" h x 2' x 4')
- Chrome Tripod Easel
- Wastebasket



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FURNITURE

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CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$120.00	\$156.00	\$
	Side Chair	\$115.00	\$149.50	\$
	Counter Stool	\$125.00	\$162.50	\$
ACCESSORIES				
	Wastebasket	\$25.00	\$32.50	\$
	Literature Rack	\$145.00	\$188.50	\$
	Bag Holder	\$99.00	\$128.70	\$
	Easel (Tripod)	\$65.00	\$84.50	\$
	Chrome Sign Holder (22" x 28")	\$97.00	\$126.10	\$
	Fishbowl	\$35.00	\$45.50	\$
	Posterboard, 4' x 8', Vertical	\$180.00	\$234.00	\$
	Posterboard, 4' x 8', Horizontal	\$180.00	\$234.00	\$
	Tensa Barriers	\$40.00	\$52.00	\$
	Credenza (18"d x 36"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$280.00	\$420.00	\$
	Pedestal (18"d x 18"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$245.00	\$367.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$15.00	\$19.50	\$
	3' High (per lin. foot) (\$55 min)	\$11.00	\$14.30	\$
	Special Skirting (per lin. foot)	\$6.50	\$8.45	\$
	8' High End Cap / Close Off	\$55.00	\$71.50	\$

(CHECK COLOR BELOW)

- | | | | |
|-------------------------------|---------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Blue | <input type="checkbox"/> Teal | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Black |
| <input type="checkbox"/> Red | <input type="checkbox"/> Silver | <input type="checkbox"/> Purple | <input type="checkbox"/> White |

If item colors are not selected in advance, AEI will do so at no risk.

Furniture Total	
8.63% Sales Tax	
Total	

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Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		



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DISPLAY TABLES

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DRAPED DISPLAY TABLES 30" HIGH					
Qty.	Description	Discount Price	Standard Price	Extended Price	
	2' x 4' x 30"	\$120.00	\$156.00	\$	
	2' x 6' x 30"	\$145.00	\$188.50	\$	
	2' x 8' x 30"	\$170.00	\$221.00	\$	
	4th Side Drapes for 30" Tables	\$55.00	\$71.50	\$	
DRAPED DISPLAY TABLES 42" HIGH					
	2' x 4' x 42"	\$150.00	\$195.00	\$	
	2' x 6' x 42"	\$175.00	\$227.50	\$	
	2' x 8' x 42"	\$195.00	\$253.50	\$	
	4th Side Drapes for 42" Tables	\$65.00	\$84.50	\$	
(CHECK COLOR BELOW)					
<div><div><input type="checkbox"/> Black <input type="checkbox"/> White</div><div><input type="checkbox"/> Blue <input type="checkbox"/> Red</div><div><input type="checkbox"/> Burgundy <input type="checkbox"/> Teal</div><div><input type="checkbox"/> Silver <input type="checkbox"/> Gold</div></div> <p>If item colors are not selected in advance, AEI will do so at no risk.</p>					
UNDRAPED DISPLAY TABLES 30" HIGH					
	2' x 4' x 30"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	\$90.00	\$117.00	\$
	2' x 6' x 30"		\$105.00	\$136.50	\$
	2' x 8' x 30"		\$120.00	\$156.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH					
	2' x 4' x 42"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	\$105.00	\$136.50	\$
	2' x 6' x 42"		\$120.00	\$156.00	\$
	2' x 8' x 42"		\$135.00	\$175.50	\$
DRAPED TABLE RISERS 12" HIGH					
	4 ft. Riser (white vinyl)	\$80.00	\$104.00	\$	
	6 ft. Riser (white vinyl)	\$95.00	\$123.50	\$	

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Display Tables Total	
8.63% Sales Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

ECONOMY PACKAGES

JPC 2013

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders.

Bundle your options to cover all the basics at a discounted rate.

EXHIBITOR ECONOMY PACKAGE OPTION 1

10 x 10 BOOTHS ONLY

- 1 - 6' x 24" x 30" high draped display table (check drape color below)
☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver
- 2 - Padded side chairs
- 1 - Wastebasket

Cost: \$320.00

NO SUBSTITUTIONS.

If item colors are not selected in advance, AEI will do so at no risk.

Option 1 Total	
8.63% Sales Tax	
Total	

EXHIBITOR ECONOMY PACKAGE OPTION 2

10 x 10 BOOTHS ONLY

- 1 - 6' x 24" x 42" high draped display table (check drape color below)
☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver
- 2 - Counter Stools
- 1 - Wastebasket

Cost: \$360.00

NO SUBSTITUTIONS.

If item colors are not selected in advance, AEI will do so at no risk.

Option 2 Total	
8.63% Sales Tax	
Total	

This form must be completed and returned by JUNE 28, 2013 in order to receive the EXHIBITOR ECONOMY PACKAGES.

After the deadline, all furnishings will be available at the published show rates.

THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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Bundle your options to cover all the basics at a discounted rate.

EXHIBITOR ECONOMY PACKAGE OPTION 3

10 x 10 BOOTHS ONLY

1 - 6' x 24" x 30" high draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Padded side chairs

Cost: \$464.00

1 - Wastebasket

1 - 10' x 10 carpet

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

NO SUBSTITUTIONS.

If item colors are not selected in advance, AEI will do so at no risk.

Option 3 Total	
8.63% Sales Tax	
Total	

EXHIBITOR ECONOMY PACKAGE OPTION 4

10 x 10 BOOTHS ONLY

1 - 6' x 24" x 42" high draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Counter Stools

Cost: \$504.00

1 - Wastebasket

1 - 10' x 10 carpet

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

NO SUBSTITUTIONS.

If item colors are not selected in advance, AEI will do so at no risk.

Option 4 Total	
8.63% Sales Tax	
Total	

This form must be completed and returned by **JUNE 28, 2013** in order to receive the EXHIBITOR ECONOMY PACKAGES.

After the deadline, all furnishings will be available at the published show rates.

THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax

custom furniture



PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW



CHR003



SFA003

MIRABEL

NEW



SFA001



CHR001

ALLEGRO

NEW



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



OTS

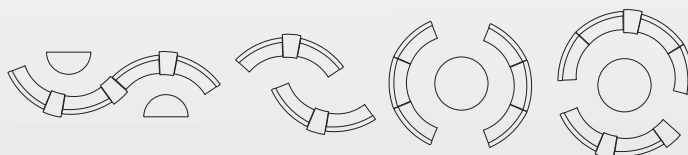


S01



S02

Suggested Uses of South Beach



MARRAKESH



SON



CHN

LISBON



CHC



LSC



SOC

ASTRO



CHQ



SOQ

MEMPHIS



MPS



MPC

NEWPORT



SED



COD

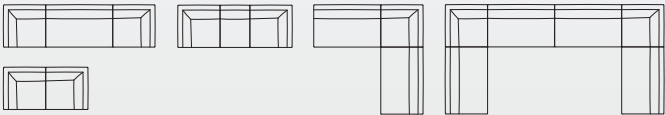


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



S01



SOC



SOQ



SON



SOM



MPS



S02



SED

4

LOVESEATS



LSD



LSM



LSC

Sofas & Sectionals

SFA003 Roma
White Vinyl
78"L 31"D 33"H

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 29.5"H

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Light Beige
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 29"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS



OCCASIONAL CHAIRS



Club Chairs

CHR003 Roma
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

CHR002 Allegro
Blue Fabric
36"L 34.5"D 29.5"H

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H

OCY Onyx

OCC Camel

OCZ Beige

OCR Red

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



PUZ2SW



OTS



OTQ



OTN



OTP



OTM



OSA



OSB



OTK



OTL



CCZ



CCB



CCW



OTH



OSC

Ottomans

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

PUZ2SW Puzzle Bench
Ottoman
White
48"L 24"D 18"H

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black Leather
52"L 32"D 19"H

OSB Oval Ottoman
White Leather
52"L 32"D 19"H

OTK Half Round Ottoman
Black Leather
6'L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

OTH Cube
Black Leather
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLI



E1E



E1D



E1K



E1F



E1C



E1W



E1Y

Occasional Cocktail Tables

COLI Oliver Cocktail Table
47"L 27"D 19"H

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Table
White
48"L 26"D 18"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

CONFERENCE TABLES



OCT6W



CG1



CE1



CF1



CF2



CE2



6-CB2



8-CB3



6-CD2



8-CD3



6-CC6
8-CC7
10-CC8



6-CT06GR
8-C508GR
10-CT10GR



CB1



CD1



CC5

SAMPLE CONFERENCE SETS



Conference Tables

OCT6W Nova Oval Table
6' White, Silver Powder
Coated Legs
71"L 35.5"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE1 Geo Table
Square Rounded Glass,
Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
6' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

CONFERENCE CHAIRS



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC6



CS8



CS9

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

Conference Chairs

SC9 Pantan Chair
White
20"L 24"D 33"H

SC8 Flex Chair With
Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

Executive Chairs

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES



30"-VTK
36"-VTP



30"-VTJ
36"-VTN



VTM



30MHSB



VTF



VTB



VTC



30"-WTK
36"-WTP



30"-WTJ
36"-WTN



WTM



30MHTB



WTF



WTB



WTC

TABLE TOP OPTIONS



MAHOGANY



MAPLE



GREY
NEBULA



GRAPHITE
NEBULA

Bar Tables

Standard Black Base
30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTF Metallic Silver Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base
36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTM Grey Nebula Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTF Metallic Silver Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTM Grey Nebula Top

CAFE TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTM



30MHSC



ZTF



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTM



30MHTC



XTF



XTB



XTC



BRUSHED
RED



BRUSHED
BLUE



METALLIC
SILVER

SAMPLE BAR TABLE SETS



BSD, WTF



BSS, WTB



BSL, VTK



BSN, VTJ

Cafe Tables

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTF Metallic Silver Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTM Grey Nebula Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTF Metallic Silver Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTM Grey Nebula Top

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Bar Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Bar Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Bar Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Bar Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

BARS

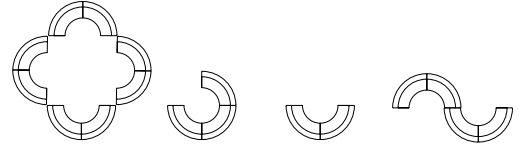


BRC

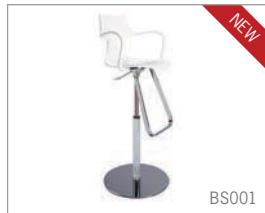


BR1

Suggested Uses of Martini Bar



BAR STOOLS



BS001



BS002



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Bar Stools

BS001 Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"-44"H

BS002 Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"-35"H

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

TRAINING ROOM



CP5



P03



P01

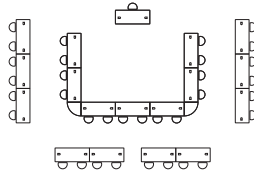
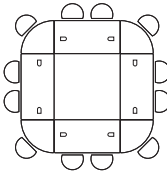
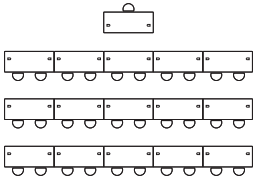


CP3, CP4



WD2

Suggested Uses of Training Table and Connecting Wedge



UTILITY CHAIRS



SY1



DF1

Training Room

- CP5** Computer Table
Graphite Nebula
36"L 30"D 42"H
- P03** Kiosk
Black, Maple
24"L 21"D 42"H
- P01** Lecturn Podium
Cherry
24"L 19"D 50"H

- WD2** Writing Desk
Graphite
48"L 24"D 30"H
- CP3** Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H
- CP4** Connector Wedge
Matches Training Table
24"L 24"D 1"H

Utility Chairs

- SY1** Altura Task Chair
Black Crepe
25"L 26"D 21"H
- DF1** Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

LAMPS



BOOKCASES & PRODUCT DISPLAYS



Lamps

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

Bookcases & Product Displays

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

Desks & Credenzas

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

Fridges

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

NEW

FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back



16



ROMA

Modern white vinyl club chair available with a coordinating sofa

SHARK

Sleek white swivel barstool with adjustable chrome base



MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.



ALLEGRO
10' x 10' Booth



KEY WEST
10' x 10' Booth



MEMPHIS
10' x 10' Booth



ROMA
10' x 10' Booth

trade shows

sales meetings

corporate events

conventions

excellence in expositions



a r a t a e x p o . c o m



arata expositions, inc.
4104 l.b.mcleod road
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JPC 2013

CUSTOM FURNITURE

(page 1 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
SOFAS, SECTIONALS, LOVESEATS AND CLUB CHAIRS			
SO 1		Sofa Only/South Beach/Platinum Suede	570.00
SO 2		3 Piece Sectional/South Beach/Plat. Suede	1242.00
SO C		Sofa/Lisbon/Black Leather	661.00
LS C		Loveseat/Lisbon/Black Leather	596.00
CH C		Chair/Lisbon/Black Leather	437.00
MP S		Sofa/Memphis	472.00
MP C		Chair/Memphis	336.00
SO K		Sofa/Rio/Blue Suede	523.00
CH K		Chair/Rio/Blue Suede	375.00
SO M		Sofa/Key West/Black	502.00
LS M		Loveseat/Key West/Black	446.00
SE D		3 Piece Sectional/Newport/Charcoal Leather	1284.00
LS D		Loveseat/Newport/Charcoal Leather	574.00
CH D		Armless Chair/Newport/Charcoal Leather	316.00
CO D		Corner/Newport/Charcoal Leather	394.00
SO Q		Sofa/Astro/Cream	615.00
CH Q		Chair/Astro/Cream	406.00
SO N		Sofa/Marrakesh/Light Beige	538.00
CH N		Chair/Marrakesh/Light Beige	382.00
OCCASIONAL CHAIRS AND OTTOMANS			
OC A		Occasional Chair/T-Vac/Translucent	254.00
OC H		Occasional Chair/Barcelona/Black	686.00
OC B		Tub Chair/Key West/Black	366.00
OC U		Occasional Chair/Globus/White Leather	351.00
OC W		Occasional Chair/Barcelona/White	686.00
OC L		Occasional Chair/Cappuccino	312.00
OC Y		Stage Chair/Onyx/Slipcover	171.00
OC C		Stage Chair/Camel/Slipcover	171.00
OC Z		Stage Chair/Beige/Slipcover	171.00
OC R		Stage Chair/Red/Slipcover	171.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
OCCASIONAL CHAIRS AND OTTOMANS, CONTINUED			
OT S		Wedge Ottoman/South Beach/Plat. Suede	221.00
OT Q		Ottoman/Square/White Leather	304.00
OT N		Ottoman/Bench/White Leather	340.00
OT P		Ottoman/Square/Black Leather	304.00
OT M		Ottoman/Bench/Black Leather	340.00
OT D		Ottoman/Blueberry	97.00
OT E		Ottoman/Raspberry	97.00
OT C		Ottoman/Lemon	97.00
OS C		Ottoman/White Leather	104.00
OT H		Ottoman/Black Leather	104.00
OT K		Ottoman/Half Round/Black Leather	355.00
OT L		Ottoman/Half Round/White Leather	355.00
CC Z		Ottoman/Black/White Leather Circle	552.00
CC B		Ottoman/Black Leather/Circle	552.00
CC W		Ottoman/White Leather/Circle	552.00
PW M		Ottoman/Pinwheel/Black, White & Red	1195.00
PW B		Ottoman/Pinwheel/Black & Red	1160.00
OS A		Ottoman/Oval/Black	273.00
OS B		Ottoman/Oval/White	273.00
OCCASIONAL COCKTAIL TABLES & END TABLES			
C1 E		Cocktail Table/Silverado	241.00
C1 D		Cocktail Table/SoHo/Chocolate Top	343.00
C1 K		Cocktail Table/Inspiration	276.00
C1 F		Cocktail Table/Black Geo/Rectangle	220.00
C1 C		Cocktail Table/Chrome Geo/Rectangle	227.00
C1 M		Cocktail Table/Visions/Cherry	220.00
C1 W		Cocktail Table/Sydney/White	259.00
C1 Y		Cocktail Table/Sydney/Black	259.00
E1 E		End Table/Silverado	227.00
E1 D		End Table/SoHo/Chocolate Top	310.00

* next page

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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CUSTOM FURNITURE

(page 2 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
SOFAS, SECTIONALS, LOVESEATS AND CLUB CHAIRS (CONTI NUED)			
E1 K		End Table/Inspiration	263.00
E1 F		End Table/Black Geo	206.00
E1 C		End Table/Chrome Geo	213.00
E1 M		End Table/Visions/Cherry	191.00
E1 W		End Table/Sydney/White	233.00
E1 Y		End Table/Sydney/Black	233.00
CONFERENCE TABLES			
CE 2		Conference Table/Geo/Rectangle/Chrome	368.00
CF 2		Conference Table/Geo/Rectangle/Black	355.00
CE 1		Conference Table/Geo/Sq. Round/Chrome	254.00
CF 1		Conference Table/Geo/Sq. Round/Glass	242.00
CG 1		Conference Table/Manhattan/Black	262.00
CB 2		Conference Table/6' Graphite Nebula	397.00
CB 3		Conference Table/8' Graphite Nebula	481.00
CD 2		Conference Table/6' Grey Nebula	397.00
CD 3		Conference Table/8' Grey Nebula	481.00
CD 1		Conference Table/42" Round/Grey Nebula	325.00
CB 1		Conference Table/42" Round/Graphite	325.00
CC 5		Conference Table/42" Round Mahogany	325.00
CC 6		Conference Table/6' Rectangle/Mahogany	368.00
CC 7		Conference Table/8' Rectangle/Mahogany	454.00
CC 8		Conference Table/10' Rectangle/Mahogany.	721.00
CAFÉ TABLES			
Z TK		Café Table/Maple	185.00
Z TP		Café Table/36" Top/Maple	205.00
Z TJ		Café Table//Graphite Nebula	185.00
Z TN		Café Table/36" Top/Graphite Nebula	205.00
Z TM		Café Table/36" Top/Grey Nebula	205.00
Z TF		Café Table/Metallic Silver	209.00
Z TB		Café Table/Brushed Red	205.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
CAFÉ TABLES (CONTINUED)			
Z TC		Café Table/Brushed Blue	185.00
X TK		Café Table/Maple/Tulip Base	254.00
X TP		Café Table/36" Top/Maple/Tulip Base	276.00
X TJ		Café Table/Graphite Nebula/Tulip Base	254.00
X TN		Café Table/36" Top/Graphite Nebula/Tulip Base	276.00
X TM		Café Table/36" Top/Grey Nebula/Tulip Base	276.00
X TF		Café Table/Metallic Silver/Tulip Base	280.00
X TB		Café Table/Brushed Red/Tulip Base	254.00
X TC		Café Table/Brushed Blue/Tulip Base	254.00
XT E		Café Table/Brandy Top/Tulip Chrome Base	276.00
ZT E		Café Table/Brandy Top/Standard Base	254.00
CONFERENCE CHAIRS, STACKING AND UTILITY SEATING			
CC E		Side Chair/ICE/Transparent/Chrome	188.00
SC 9		Side Chair/Panton/White	171.00
SC 8		Side Chair/Flex	141.00
SC 1		Side Chair/New York/Onyx/Maple Back	162.00
SC 4		Side Chair/Jetson/Black	162.00
SC 6		Side Chair/Manhattan/Oyster	198.00
SC 2		Side Chair/Brewer/Grey & Chrome Brewer	153.00
SC 3		Side Chair/Brewer/Onyx	153.00
SC 5		Side Chair w/arms/Tilt Executive	288.00
CO 4		Guest Chair/Iso Mesh/Black	270.00
XC 3		Guest Chair/Luxor/Black Leather	319.00
XC 2		Mid Back Executive/Luxor/Black Leather	346.00
XC 1		High Back Executive/Luxor/Black Leather	368.00
XC 6		Guest Chair/Altura/Black Crepe	284.00
XC 5		Mid Back Executive/Altura/Black Crepe	312.00
XC 4		High Back Executive/Altura/Black Crepe	340.00
OT O		High Back Executive/Otto	389.00

* next page

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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CUSTOM FURNITURE

(page 3 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
CONFERENCE CHAIRS, STACKING AND UTILITY SEATING (CONTINUED)			
CS 5		Stack Chair/Vista/Black Vinyl Steel	76.00
CS 8		Stack Chair/Berlin/Black/White	99.00
CS 9		Stack Chair/Berlin/Red/White	99.00
SY 1		Task Chair/Altura	177.00
DF 1		Drafting Stool/Altura	263.00
BAR TABLES			
V TK		Bar Table/Maple/Standard Base	213.00
V TP		Bar Table/36" Top/Maple/Standard Base	221.00
V TJ		Bar Table/Graphite Nebula	213.00
V TN		Bar Table/36" Top/Graphite Nebula	221.00
V TM		Bar Table/36' Top/Grey Nebula	221.00
V TF		Bar Table/Metallic Silver/Standard Base	242.00
V TB		Bar Table/Brushed Red/Standard Base	213.00
V TC		Bar Table/Brushed Blue/Standard Base	213.00
W TK		Bar Table/Maple/Tulip Base	270.00
W TP		Bar Table/36" Top/Maple/Tulip Base	297.00
W TJ		Bar Table/Graphite Nebula/Tulip Base	270.00
W TN		Bar Table/36" Top/Graphite Nebula/Tulip Base	297.00
W TM		Bar Table/36" Top/Grey Nebula/Tulip Base	297.00
W TF		Bar Table/Metallic Silver/Tulip Base	297.00
W TB		Bar Table/Brushed Red/Tulip Base	270.00
W TC		Bar Table/Brushed Blue/Tulip Base	270.00
WT E		Bar Table/Brandy Top/Tulip Base	297.00
VT E		Bar Table/Brandy Top/Standard Base	265.00
BARS & BARSTOOLS			
BR C		Bar/Counter Circle/Martini Bar Circle (3)	3550.00
BR 1		Bar/Counter/Martini Bar	1233.00
BS 3		Barstool/Ohio/Grey	162.00
BS 1		Barstool/Ohio/Red	162.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
BARS STOOLS (CONTINUED)			
BS 2		Barstool/Ohio/Black	162.00
BS T		Barstool/Banana/White	218.00
BS S		Barstool/Banana/Black	218.00
BS D		Barstool/Oslo/Blue	227.00
BS C		Barstool/Oslo/White	227.00
BS L		Barstool/Gin/Maple	172.00
BS N		Barstool/Jetson/Black	245.00
BC E		Barstool/ICE/Transparent/Chrome	201.00
TRAINING ROOM			
CP 5		Computer Table/Graphite Nebula	356.00
PO 3		Kiosk/Black/Maple	425.00
PO 1		Podium/Lecturn/Cherry	270.00
CP 3		Training Table/Grey/Privacy Panel	295.00
CP 4		TT Connector Wedge	135.00
WD 2		Writing Desk/Graphite	312.00
CO 4		Training Chair/Flex Back/Charcoal Mesh	270.00
DESKS, BOOKCASES, CREDENZAS, LATERAL FILES & FILES			
BC 6		Bookcase/Mahogany	304.00
BC 7		Bookcase/Graphite	297.00
CR 6		Storage Credenza/Mahogany	496.00
CR 7		Storage Credenza/Graphite	467.00
JD 6		Executive Desk/Mahogany	496.00
JD 7		Executive Desk/Graphite	475.00
L2 6		Lateral File/Mahogany	376.00
L2 7		Lateral File/Graphite	356.00
VF 4		Vertical File/4 Drawer	233.00
VF 2		Vertical File/2 Drawer	171.00

* next page

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CUSTOM FURNITURE

(page 4 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
PRODUCT DISPLAY, LAMPS AND REFRIGERATORS			
ET 2		Etagere/Black	304.00
ET 1		Etagere/Silver Finish	304.00
PD F		Pedestal/Graphite Nebula/24" x 24" x 36"	355.00
PD H		Pedestal/Graphite Nebula/24" x 24" x 42"	368.00
PD K		Pedestal/Graphite Nebula/30" x 30" x 42"	397.00
PD L		Locking Pedestal/Black/24" x 24" x 42"	405.00
LA F		Lamp/Lumalight/Red	284.00
LA D		Lamp/Lumalight/White	284.00
LA E		Lamp/Lumalight/Orange	284.00
LA 1		Lamp/Pewter/Floor	135.00
LA 2		Lamp/Parisian/Pewter	135.00
R1 R		Refrigerator/White/20" x 30" x 65"/14.0 cubic	744.00
R1 Q		Refrigerator/White/20" x 22" x 33"/4.0 cubic	248.00

Add 30% to orders not received by the discount deadline date.

Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.

A delivery fee of \$50.00 will be added to each order.

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.

Custom Furniture Total	
Add 30% after 6/28/13	
8.63% Sales Tax	
Delivery Fee	50.00
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
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RENTAL BOOTHS

JPC 2013

(page 1 of 4)

A

PACKAGE

\$ 2,240.00

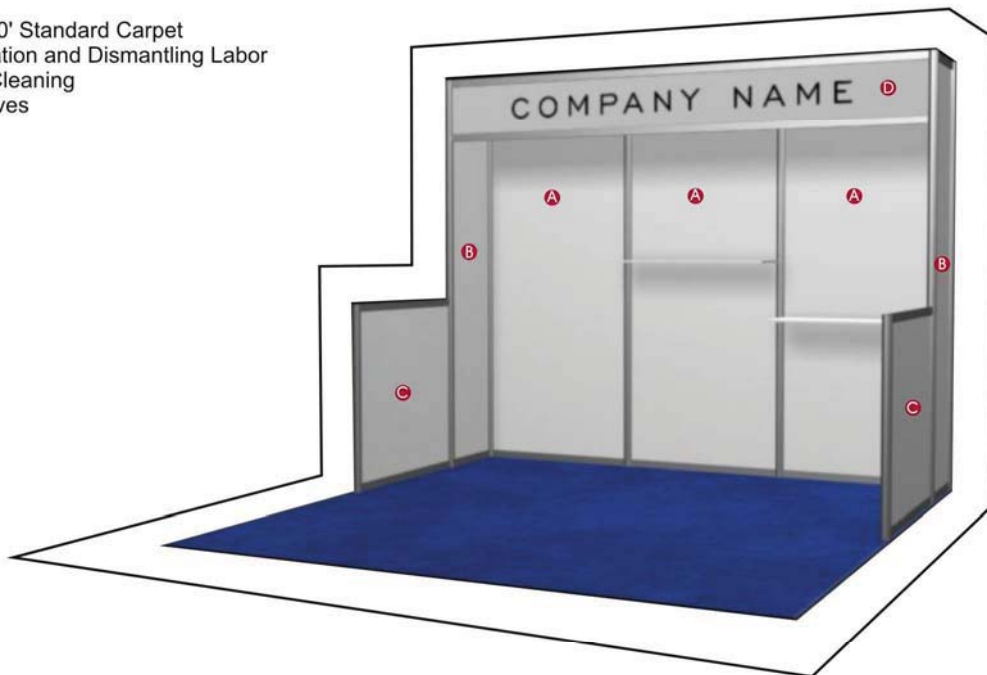
Actual Panel Sizes:

- A 3 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"

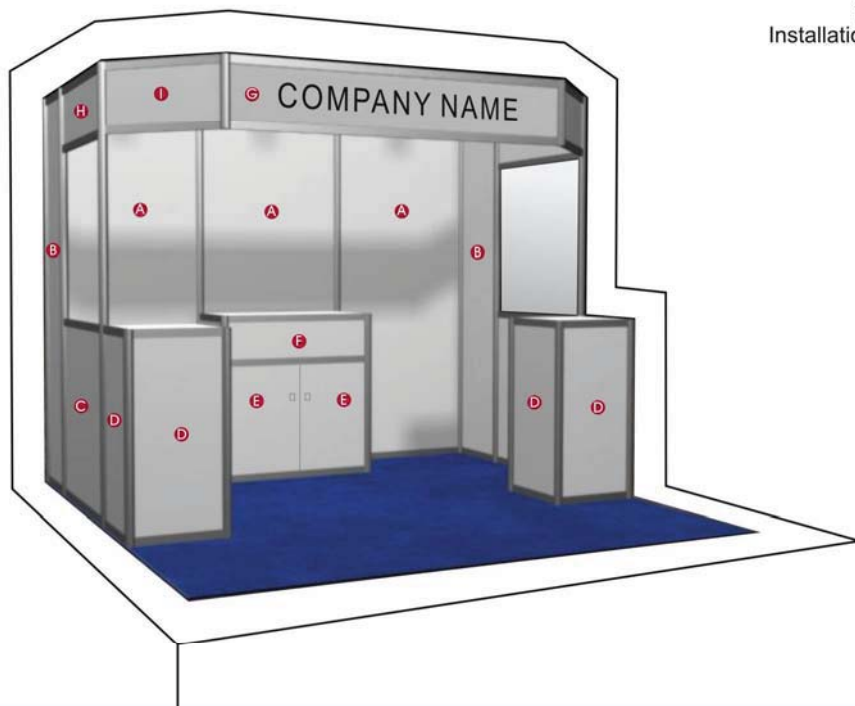
Header:

- D 1 - 116.875" x 11.875"

10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Shelves



Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **Bleed**.



10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
1 Credenzas
2 Pedestals

B

PACKAGE

\$ 2,860.00

Actual Panel Sizes:

- A 3 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"
- D 10 - 18.5" x 38.875"
- E 2 - 20" x 27.5" (doors)
- F 1 - 38.125" x 9.25"

Header:

- G 1 - 77.625" x 11.875"
- H 2 - 38.125" x 11.875"
- I 2 - 26.625" x 11.875"

Discount Deadline: June 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Please add 8.63% sales tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories. **ORDER EARLY**



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JPC 2013

RENTAL BOOTHS

(page 2 of 4)

C

PACKAGE

\$ 5,330.00

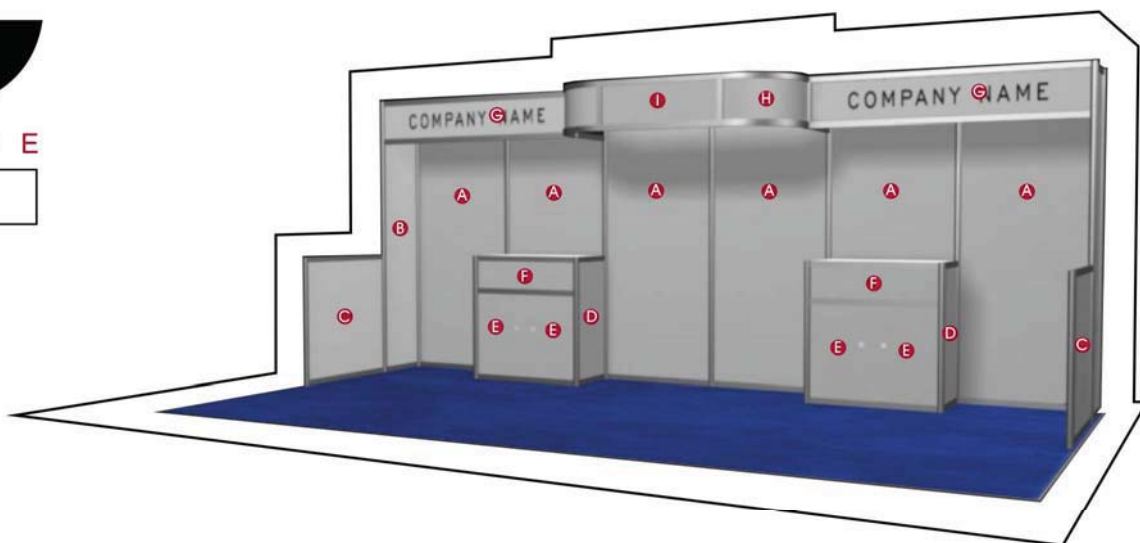
Actual Panel Sizes:

- A 6 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"
- D 4 - 18.5" x 38.875"
- E 4 - 20" x 27.5"
- F 2 - 38.125" x 9.25"

Header:

- G 2 - 77.625" x 11.875"
- H 2 - 29.75" x 11.875"
- I 1 - 38.125" x 11.875"

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas



Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **Bleed**.

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas



D

PACKAGE

\$ 6,100.00

Actual Panel Sizes:

- A 6 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"
- D 2 - 29.75" x 38.875"
- E 4 - 20" x 27.5"(doors)
- F 2 - 38.125" x 9.25"

Header:

- G 3 - 38.125" x 11.875"
- H 2 - 29.75" x 11.875"

Discount Deadline: June 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Please add 8.63% sales tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories. **ORDER EARLY**



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JPC 2013

RENTAL BOOTHS

(page 3 of 4)

E

PACKAGE

\$ 9,350.00

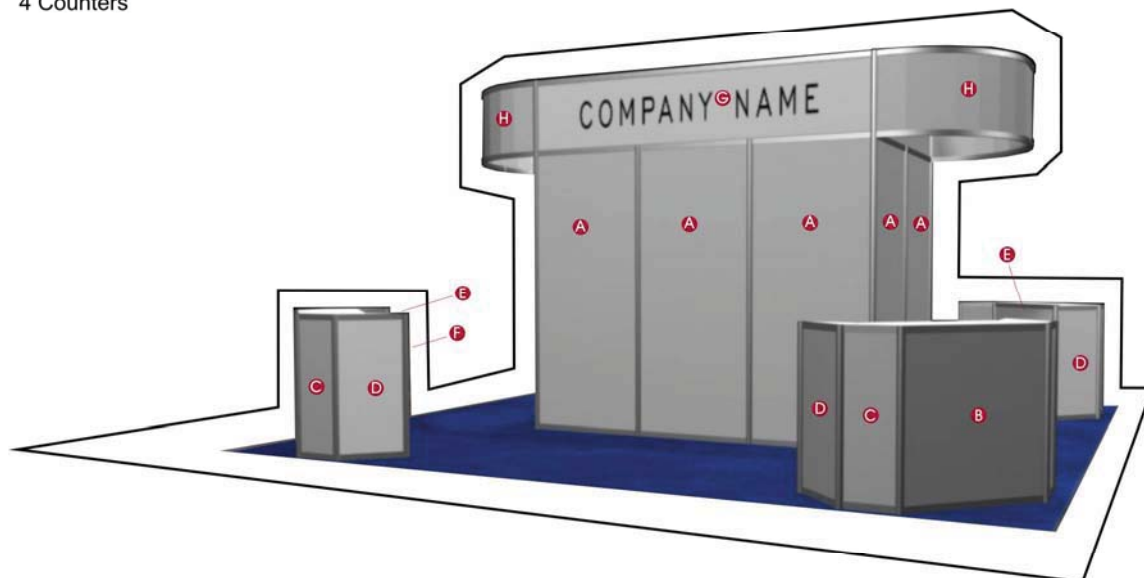
Actual Panel Sizes:

- A 9 - 38.125" x 92.875"
- B 4 - 38.125" x 38.875"
- C 8 - 12.625" x 38.875"
- D 8 - 18.5" x 38.875"
- E 4 - 38.125" x 19.25"
- F 8 - 20" x 27.5" (doors)

Header:

- G 2 - 116.875" x 20.875"
- H 2 - 86.25" x 20.875"

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" Bleed.

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters

F

PACKAGE

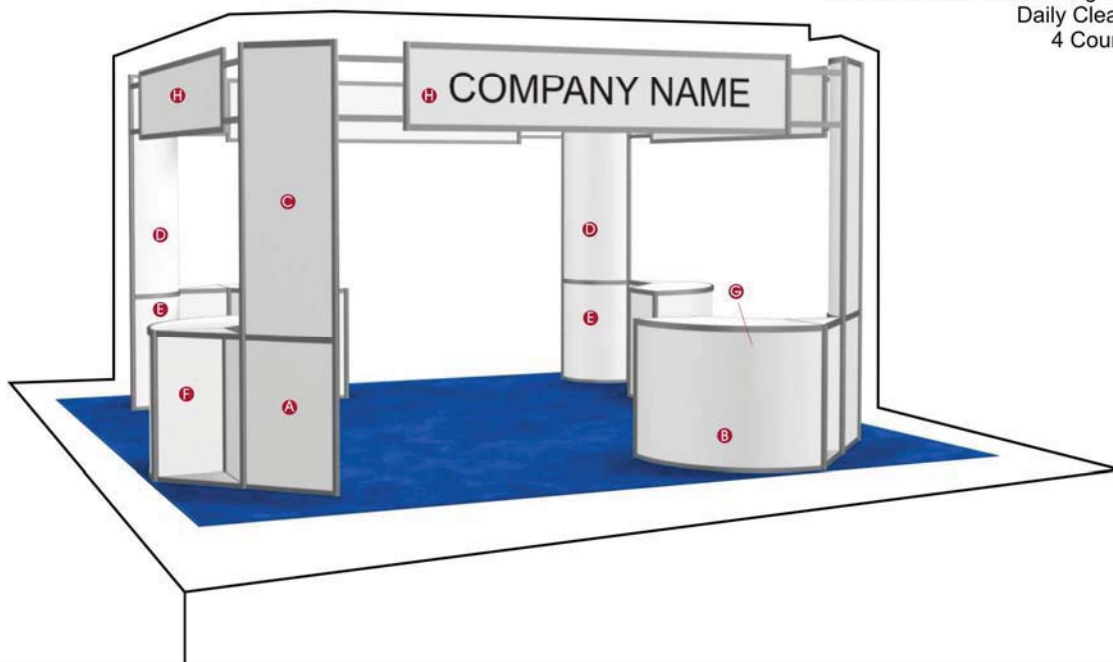
\$ 10,075.00

Actual Panel Sizes:

- A 4 - 26.625" x 38.875"
- B 4 - 60.625" x 38.875"
- C 4 - 26.625" x 76.75"
- D 4 - 29.75" x 76.75"
- E 4 - 29.75" x 38.875"
- F 12 - 18.5" x 38.875"
- G 8 - 20" x 27.5" (doors)

Header:

- H 4 - 116.875" x 20.875"



Discount Deadline: June 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Please add 8.63% sales tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories. **OR- DER EARLY**



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RENTAL BOOTHS

(page 4 of 4)

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CUSTOM RENTAL PACKAGES

Please Select Rental Package:

Package A ☐ Package B ☐ Package C ☐ Package D ☐ Package E ☐ Package F ☐

Select Standard Carpet Color:

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐

Burgundy ☐ Purple ☐ Hunter Green ☐

Header Copy = **BLACK BOLD LETTERS**

Select Panel Color:

Black ☐ White ☐

Please contact us for additional information and pricing on:

Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐

Other: _____

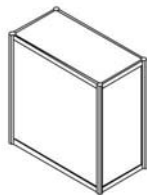
RENTAL PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

Credenza

18"d x 36"w x 42"h
\$280 .00 each

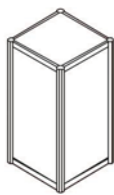
Qty _____ \$ _____
(total)



Pedestal

18"d x 18"w x 42"h
\$245.00 each

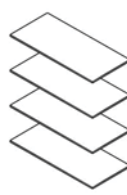
Qty _____ \$ _____
(total)



Shelves

12" x 36"
\$44.00 each

Qty _____ \$ _____
(total)



Clip-On Lights

\$28.00 each

Qty _____ \$ _____
(total)



Discount Deadline: June 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.

Rental Package Total	
Accessories Total	
Add 50% after 6/28/13	
8.63% Sales Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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DISPLAY CASES

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FULL VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Full View (18"d x 70"l x 38"h)	\$595.00	\$773.50	\$
	5' Full View (18"d x 60"l x 38"h)	\$595.00	\$773.50	\$
	4' Full View (18"d x 48"l x 38"h)	\$595.00	\$773.50	\$



HALF VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Half View (18"d x 70"l x 38"h)	\$595.00	\$773.50	\$
	5' Half View (18"d x 60"l x 38"h)	\$595.00	\$773.50	\$
	4' Half View (18"d x 48"l x 38"h)	\$595.00	\$773.50	\$



QUARTER VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Quarter View (18"d x 70"l x 38"h)	\$595.00	\$773.50	\$
	5' Quarter View (18"d x 60"l x 38"h)	\$595.00	\$773.50	\$
	4' Quarter View (18"d x 48"l x 38"h)	\$595.00	\$773.50	\$



CORNER DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	5' Corner (18"d x 48.5"l x 38"h)	\$595.00	\$773.50	\$



VERTICAL DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	7' Vertical (20"d x 20"l x 79"h)	\$625.00	\$812.50	\$

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Display Case Total	
8.63% Sales Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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SPECIAL SIGNS

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders.

CUSTOM SIGNS/SERVICES

This order for custom signs should accompany a printed version of each sign requested including exact copy, dimensions, position (horizontal or vertical) and easel back if desired.

DIGITAL SHOWCARD SIGNS (10 words or less)

Qty.	Size	Discount Price	Extended Price
	7" x 11"	\$43.00	\$
	7" x 44"	\$48.00	\$
	11" x 14"	\$55.00	\$
	14" x 22"	\$63.00	\$
	22" x 28"	\$81.00	\$
	28" x 44"	\$123.00	\$
	40" x 60"	Quoted	\$
	Easel back	\$8.00	\$

There will be an additional charge to prices listed for sign design labor or necessary labor to prepare logos for reproduction.

FILE PREPARATION

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit InDesign files (.indd), Word (.doc), PowerPoint (ppt.), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

FTP INSTRUCTIONS

Using Internet Explorer or FTP Client:

- Type <ftp://ftp.aratafiles.com>
- User: Arata@aratafiles.com
- Password: Welcome22

Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but NO FOLDERS.

Make sure your exhibiting company and show name are used to label the file.

Discount Deadline: JUNE 28, 2013 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Sign Total	
Add 100% after 6/28/13	
8.63% Sales Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		



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LABOR REGULATIONS

LABOR/UNION REGULATIONS

We have provided the following information to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review this information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Arata Expositions, Inc.

GENERAL INFORMATION

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in this kit. Union labor is also available at the Exhibitor Service Center during installation, show hours and dismantle.

LOCAL DECORATOR UNION

Local Unions have the jurisdiction for the erection, cleanup, dismantling, repair and building of all exhibits. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting/hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging/mounting all electrical fixtures as long as they are part of the exhibit and not just rented for the immediate show.

FREIGHT HANDLING / TEAMSTERS

The teamsters are responsible for the loading/unloading of all trucks or trailers of common/contract carriers, as well as the handling of empty crates and the operations of fork lift trucks. They also have jurisdiction of the loading/unloading of individual company vehicles, other than the companies covered by the Sign, Scene, and Pictorial Painters local union.

An exhibitor may transport, across the exhibit floor, any amount that can be hand carried in ONE TRIP. Exhibitors MAY NOT USE their own hand trucks, pallet jacks, wagons nor any other wheeled device to transport their own exhibit materials across the exhibit floor. Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. The rules are uniform for all exhibit facilities in California. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

The riggers have the responsibility for unloading, uncrating, unskidding, leveling, cleaning, assembly of heavy machinery/equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

ELECTRICIANS

The Electrical Union is responsible for supplying all feed wiring and electrical conductors to each exhibit, except where this service is provided by the building owner. This union will also be responsible for all other electrical work on exhibits that cannot be done by the exhibitor in a total time of 15 minutes.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arata Expositions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the installation or dismantle of your booth, please order labor on the Display Labor Order Form and the necessary ladders and tools will be provided.

GRATUITIES

Arata Expositions requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata supervisor. Employees of Arata are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata employees.



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MECHANICAL LIFTS

JPC 2013

OPERATION OF ALL MECHANICAL LIFTS

ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, GENIE LIFTS, ETC., AS WELL AS ANY OTHER MECHANICAL EQUIPMENT.



- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.
- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes genie lifts, mechanical scooters and carts.
- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your cooperation.



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DISPLAY LABOR

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

RATES: (ONE HOUR MINIMUM PER MAN)	STANDARD RATE	ON-SITE RATE
STRAIGHT TIME: 800 - 1630 WEEKDAYS	\$115.00 PER MAN PER HOUR	\$149.50 PER MAN PER HOUR
OVERTIME: AFTER 1630 - 800 WEEKDAYS, ALL DAY SATURDAYS, SUNDAYS AND HOLIDAYS	\$185.00 PER MAN PER HOUR	\$240.50 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$35.00)						_____
Total Estimated Labor Costs						_____

☐ Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill (\$35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before installing our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$35.00)						_____
Total Estimated Labor Costs						_____

☐ Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill (\$35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name: _____ Telephone Number: _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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AEI SUPERVISED LABOR

This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ____ Showsite ____ Date Shipped _____ Date to arrive _____

Carrier _____ Shipped from: City/State _____

Total number of: Crates ____ Cartons ____ Cases ____ Other (please specify) _____

SET UP INFORMATION

Display Carpet: Shipped with exhibit: ____ Rented from AEI ____ Color _____ Size _____

Electrical Placement: Electrical under carpet: ____ Drawing attached (required): ____ Drawing with exhibit ____

Special Electrical Instructions: _____

Set up instructions: Attached: ____ Shipped with display: ____ Special tools/hardware: _____

Special set up or dismantle instructions: _____

Graphics: Shipped with display: ____ Shipped separately: ____ Carrier _____ Date to arrive: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

Carrier: _____

- ☐ T3 Logistics ☐ Common Carrier
☐ Van Line
☐ Air Freight: ☐ Next Day ☐ 2nd Day ☐ Deferred

If your designated carrier fails to pick up or refuses to accept your shipment your freight will be shipped by one of the official show carriers. It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date.

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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FORKLIFT LABOR

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

FORKLIFT & OPERATOR RATES per hour

Description	Straight Time	Over-Time
5,000 lb. forklift & operator	\$305.00	\$445.00
4 stage forklift & operator	\$385.00	\$525.00
Additional riggers per man	\$115.00	\$185.00
Cage (per hour)	\$40.00	\$40.00
Straight Time: 800 - 1630 Monday - Friday Over-Time: 1630 - 800 weekdays, All Day Saturdays, All Day Sundays and Holidays.		

Forklifts must be ordered for header or booth construction exceeding 8' in height.

The operation or use of all motorized or mechanical lifting equipment, including genie lifts, for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED AND OPERATED BY ARATA EXPOSITIONS, INC.

ORDER: (Equipment and crew)

We will need forklift crew(s) as indicated below and will have a representative on hand to supervise the work to be done. Our representative will return the crew to the **service desk** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST

Date _____	Time _____
_____ 5,000 lb. forklift & operator	_____ with cage
_____ 4 stage forklift & operator	_____ with cage
_____ Additional riggers	

DISMANTLE REQUEST

Date _____	Time _____
_____ 5,000 lb. forklift & operator	_____ with cage
_____ 4 stage forklift & operator	_____ with cage
_____ Additional riggers	

Forklift times cannot be guaranteed. We will make every effort to meet specified request when possible. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to pick up crew at time confirmed or order is not cancelled 24 hours prior to start time, a one hour charge per crew, "No Show Charge", will be applicable.

FORKLIFT ORDERS RECEIVED AFTER JUNE 28, 2013 WILL INCLUDE A 20% SURCHARGE ON THE TOTAL FORKLIFT ORDER. ORDERS RECEIVED ON-SITE WILL BE ASSESSED A 30% SURCHARGE.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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HANGING SIGNS

(page 1 of 2)

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

SNORKEL CREW & LABOR RATES per hour

Description	Straight Time	Over-Time
Snorkel and Crew	\$495.00	\$705.00
Additional Riggers	\$115.00	\$185.00
Assembly Crew per man	\$115.00	\$185.00
The hanging sign crew consists of a snorkel operator and 2 riggers.		
Straight Time: 800 - 1630 Monday - Friday Over-Time: 1630 - 800 Monday - Friday, All Day Week-ends and Holidays		

There is a 1 hour minimum each way. The time necessary for workmen to get tools and report to the booth, have work checked by the exhibitor and return with the exhibitor to sign out will be included in the time charged to the work order.

Assembly of all hanging signs must be done by Arata Expositions, Inc.

The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

ORDER: (Equipment and crew)

We will need snorkel crew(s) as indicated below and will have a representative on hand to supervise the work to be done. Our representative will return the crew to the **service desk** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST

Date _____	Time _____
_____ Snorkel and Crew (operator & 2 riggers)	
_____ Additional Riggers (in addition to the crew ordered)	
_____ Assembly Crew (for sign assembly) required	

DISMANTLE REQUEST

Date _____	Time _____
_____ Snorkel and Crew (operator & 2 riggers)	
_____ Additional Riggers (in addition to the crew ordered)	
_____ Assembly Crew (for sign dismantle)	

Snorkel times cannot be guaranteed. We will make every effort to meet specified request when possible. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to pick up crew at time confirmed, a one hour charge per crew, "No Show Charge", will be applicable.

SNORKEL ORDERS RECEIVED AFTER JUNE 28, 2013 WILL INCLUDE A 20% SURCHARGE ON THE TOTAL SNORKEL ORDER. ORDERS RECEIVED ON-SITE WILL BE ASSESSED A 30% SURCHARGE.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		



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HANGING SIGNS

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All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

GENERAL INFORMATION

All hanging signs or overhead structures must be assembled and installed by Arata Expositions, Inc. Set up instructions must be included with this form and inside the sign crate. Provide one copy of this form (completed) to your display house, if desired. All hanging signs must conform to show management rules and regulations and facility limitations. Please attach a photograph or rendering of your sign or overhead structure. Hanging signs must be approved 30 days prior to show move-in.

Type of Sign: _____ banner _____ metal or wood _____ Other (Specify) _____

Shape of Sign: _____ square _____ triangle _____ rectangle _____ Other (Specify) _____

Size of Sign: _____ length _____ width _____ height _____

Weight of Sign: _____ lbs. _____

Sign will be erected under the supervision of our representative () yes () no

Arata Expositions, Inc. will be responsible for preassembly of all signs.

Representative's name: _____

HANGING INSTRUCTIONS

Please complete the diagram indicating adjacent booth numbers and requested placement for hanging sign. Do not include aisle width.

Number of feet from floor to top of sign: ft. (max 25')

Number of feet in from Booth # _____ : _____ ft.

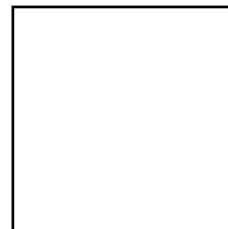
Number of feet in from Booth # _____ : _____ ft.

Number of feet in from Booth # _____ : _____ ft.

Number of feet in from Booth # _____ : _____ ft.

Booth Size: _____ ft. x _____ ft.

Booth # _____



Booth # _____

Booth # _____

Booth # _____

- Due to variations in the convention center ceiling structure and the relation of exhibit areas to support beams, sign locations may vary from original specifications. If additional rigging points are required, these will be installed and the exhibitor will be charged for such.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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STRUCTURAL INTEGRITY

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at JPC 2012 and (if applicable)
_____, the display house or builder for the aforementioned exhibitor, do hereby certify
and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify
that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless AIAA, the facility, Arata Expositions, Inc., and its subsidiaries, their
directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage,
loss, fines or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess for
200lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ **Booth Number:** _____

Authorized Signature: _____

Printed Name: _____ **Date:** _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____

Email Address: _____ **Phone Number:** _____



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MOTORS & TRUSS

JPC 2013

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders.

MOTORS				
Qty.	Description	Discount Price	Standard Price	Total
	One Ton Hoist	\$400.00	\$520.00	\$
	Half Ton Hoist	\$375.00	\$487.50	\$
TRUSS				
	20" Box Truss (per foot)	\$30.00	\$39.00	\$
	20" Corner Blocks	\$90.00	\$117.00	\$
	12" Box Truss (per foot)	\$21.00	\$27.30	\$
	12" Corner Blocks	\$75.00	\$97.50	\$

ELECTRICAL SERVICES

Requirements to power the motor(s) must be ordered in advance on the Electrical services order form.

Labor to hang truss and motor(s) must be ordered on our Hanging Signs order form.

Motors & Truss Total	
8.63% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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EXHIBITOR APPOINTED CONTRACTOR

JPC 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

DEADLINE:

Friday, June 14, 2013

RETURN TO:

Arata Expositions, Inc.
4104 L B McLeod Road
Orlando, FL 32811
Fax: (407) 839-5929

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than June 14, 2013. If notification is not received by the deadline date, Arata Expositions labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the State of California, must be provided with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., AIAA, and the facility as additional Insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The Exhibitor Appointed must coordinate all his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of \$0.25 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to its initial condition.

ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY. NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

Company Name	Booth Number
Exhibitor Contact (Please Print)	Exhibitor Authorized Signature
Email Address	Phone Number
Type of work being performed	
"Non-Official Contractor/Display House	Contact Name
Email Address	Phone Number



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JPC 2013

MATERIAL HANDLING

LIMITS OF LIABILITY

(page 1 of 2)

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
 - The Exhibit Shipping Information & Material Handling Rate Schedule is signed; or
 - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
 - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI
2. **AEI'S RESPONSIBILITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.
3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**
5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.
6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

MATERIAL HANDLING

JPC 2013

LIMITS OF LIABILITY

(page 2 of 2)

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.
8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.
9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.
11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE:** Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.
12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.
13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.
14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



Official Carrier For:

AIAA

Services Offered

Next Day

Second Day

Deferred (3-5 day)

International Services

Same Day / Expedite Services

Van Lines

Customs Brokerage

Warehousing

For rates and scheduling, please contact us at:
operations@t3logistics.com or call **1-866-920-4228**.



T3 Logistics, LLC OFFICIAL SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:

FAX: 1-410-799-0118
E-MAIL: operations@t3logistics.com
CALL: 1-866-920-4228

Quote / Shipping Request

Shipper Contact

Phone # / Fax #

E-mail

FROM		TO	
Company:		Company:	
Event Name:		Event Name:	
Facility Name:		Facility Name:	
Booth #:		Booth #:	
Address:		Address:	
City, St., Zip		City, St., Zip	
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Pick Date: / /	Time:	Delivery Date: / /	Time:
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information
PLEASE READ NOW!

Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:

- ☐ Next Day
☐ Second Day
☐ 3-5 Day Deferred
☐ Van Line Service
☐ Other:
☐ Request pre-printed address
☐ Labels and shipping form
☐ Schedule return shipment

Comments:



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

TIPS FOR MATERIAL HANDLING

JPC 2013

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.
2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.
4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**
6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
06/14/13	80 Lbs.	200 Lbs. Min.	\$99.00	\$198.00
06/21/13	50 Lbs.	200 Lbs. Min.	\$99.00	\$198.00
06/28/13	70 Lbs.	200 Lbs. Min.	\$99.00	\$198.00
	200 Lbs. Total		Total Material Handling Charges	\$594.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
07/05/13	200 Lbs.	200 Lbs. Min.	\$99.00	\$198.00
	200 Lbs. Total		Total Material Handling Charges	\$198.00



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SHIPPING INFORMATION

JPC 2013

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive on or between
June 3- July 5 (0700 - 1500 M-F)
No deliveries on July 4th

To: **(Name of Exhibitor and booth number)**
For: JPC 2013
c/o: Arata Expositions, Inc.
c/o: YRC
201 Haskins Way
South San Francisco, CA 94080

DIRECT SHOWSITE SHIPMENTS

(Deliver on JULY 12 - 14, 2013 Only)

To: **(Name of Exhibitor and booth number)**
For: JPC 2013
c/o: Arata Expositions, Inc.
c/o: San Jose Mc Enery Convention Center
Exhibit Hall 2
408 Almaden Blvd
San Jose, CA 95110-2709

To avoid confusion, remove all expired shipping labels before shipment.

Material Handling fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 1500 on Friday, July 5, 2013. The warehouse is **closed on July 4th**. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth by 800 Saturday, July 13, 2013.

All shipments **MUST BE PREPAID**. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.**

Exhibitors may hand carry small items into the exhibit hall from their POV (privately owned vehicle). Only full time employees of the exhibiting company will be allowed to hand carry items. The use of carts, dollies, flat trucks or other mechanized equipment is not permitted.

ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Arata Service Center to assist you.

If your designated carrier fails to pick up or refuses to accept your shipment by 1700 Wednesday, July 17, 2013 your freight will be shipped by T-3 Logistics you will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, **Arata Expositions, Inc.** cannot be responsible for delivery time or damage or loss to property.



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MATERIAL HANDLING RATE SCHEDULE

JPC 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

RATES ARE BASED per CWT (with a 200 pound minimum)

WAREHOUSE SHIPMENTS: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	99.00 per CWT
Special Handling Shipment	123.75 per CWT

SITE SHIPMENTS: This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	98.00 per CWT
Special Handling Shipment	122.50 per CWT
Uncrated/pad wrapped Shipment	147.00 per CWT

OVERTIME: is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

OVERTIME SURCHARGE:

Crated Shipment	24.75 per CWT
Special Handling Shipment	31.00 per CWT
Uncrated/pad wrapped Shipment	36.75 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER JULY 5, 2013

Crated Shipment	24.75 per CWT
Special Handling Shipment	31.00 per CWT

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to the facility will be received at a rate of \$45.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

OFF-TARGET SHIPMENT SURCHARGE: Any shipment arriving outside its target time will be offloaded after all on-target shipments for that day have been offloaded. There will be a 35% surcharge based on the above site rates for all off-target shipments.

WEIGHT TICKET FEE: A \$25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

SPECIAL SERVICES: A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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MATERIAL HANDLING CALCULATION

JPC 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEAREST 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	450 lbs (500) Divided by 100 =	5	x	\$99.00	=	\$495.00
Warehouse Crated			x	\$99.00	=	
Warehouse Special Handling			x	\$123.75	=	

NOTE: Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions Material Handling and Drayage Rate Schedule forms for surcharges.

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEAREST 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	450 lbs (1500) Divided by 100 =	5	x	\$98.00	=	\$490.00
Showsite Crated			x	\$98.00	=	
Showsite Special Handling			x	\$122.50	=	
Showsite Uncrated/Pad-Wrapped			x	\$147.00	=	

NOTE: Overtime and off target arrival charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling and Drayage Rate Schedule forms for surcharges. Please refer to the Target Move In and Move Out dates to get your targeted times.

DESCRIPTIONS OF RATE CLASSIFICATIONS

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

UNCRATED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Total Warehouse shipments	\$
Total Showsite shipments	\$
Material Handling Estimate	\$

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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SPECIAL HANDLING

JPC 2013

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

Stacked Shipments:

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Constricted Space Unloading/Loading:

Trailer loaded "high and tight" shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

Designated Piece Unloading/Loading:

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Mixed Loads:

Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

Crated vs. Uncrated:

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

Multiple Shipments:

Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

Alternate Delivery Location:

Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

Carpet Only Shipments:

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

Improper Paperwork / No Documentation:

Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

Improper Weight:

Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



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JPC 2013

FREIGHT ROUTING

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

**Please return this form by:
JUNE 28, 2013**

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

Origin of Shipment _____ Booth Number _____
Shipping Date _____ Carrier _____
Approximate Number of Containers _____ Approximate Arrival Date _____
Weight of Largest Container _____ Total Weight of Shipment _____

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:
Arata Expositions, Inc., 4104 L B McLeod Road, Orlando, FL 32811, phone (407) 422-3636.
- COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to _____
Company Name _____
Street Address _____ City _____ State _____ Zip _____
Carrier _____ PREPAID ☐ Collect ☐
Approximate Number of Containers _____ Approximate Weight of Shipment _____
Description _____

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

Ship to _____
Company Name _____
Street Address _____ City _____ State _____ Zip _____
Carrier _____ PREPAID ☐ Collect ☐
Total Number of Containers _____ Total Weight of Shipment _____
Description _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for reforwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE _____ Title _____ Date _____

FOR ADVANCE SHIPMENTS ONLY

FOR ADVANCE SHIPMENTS ONLY

TO:

NAME OF EXHIBITING COMPANY

TO:

NAME OF EXHIBITING COMPANY

BOOTH NO:

BOOTH NO:

JPC 2013
c/o arata expositions, inc.
c/o YRC
201 Haskins Way
South San Francisco, CA 94080

JPC 2013
c/o arata expositions, inc.
c/o YRC
201 Haskins Way
South San Francisco, CA 94080

HOLD FOR STORAGE

HOLD FOR STORAGE

DELIVER NO LATER THAN JULY 5, 2013

DELIVER NO LATER THAN JULY 5, 2013

EXHIBIT MATERIAL, DO NOT DELAY

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

FOR ADVANCE SHIPMENTS ONLY

TO:

NAME OF EXHIBITING COMPANY

TO:

NAME OF EXHIBITING COMPANY

BOOTH NO:

BOOTH NO:

JPC 2013
c/o arata expositions, inc.
c/o YRC
201 Haskins Way
South San Francisco, CA 94080

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South San Francisco, CA 94080

HOLD FOR STORAGE

HOLD FOR STORAGE

DELIVER NO LATER THAN JULY 5, 2013

DELIVER NO LATER THAN JULY 5, 2013

EXHIBIT MATERIAL, DO NOT DELAY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

BOOTH NO: _____

JPC 2013
c/o arata expositions, inc.
San Jose Mc Enery Convention Center
Exhibit Hall 2
408 Almaden Blvd.
San Jose CA 95110-2709

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San Jose Mc Enery Convention Center
Exhibit Hall 2
408 Almaden Blvd.
San Jose CA 95110-2709

DELIVER TO SHOW SITE

DELIVER TO SHOW SITE

DELIVER ON JULY 12-14 ONLY

DELIVER ON JULY 12-14 ONLY

EXHIBIT MATERIAL, DO NOT DELAY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

BOOTH NO: _____

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San Jose Mc Enery Convention Center
Exhibit Hall 2
408 Almaden Blvd.
San Jose CA 95110-2709

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San Jose CA 95110-2709

DELIVER TO SHOW SITE

DELIVER TO SHOW SITE

DELIVER ON JULY 12-14 ONLY

DELIVER ON JULY 12-14 ONLY

EXHIBIT MATERIAL, DO NOT DELAY

EXHIBIT MATERIAL, DO NOT DELAY

ELECTRICAL ORDER FORM**Advance Payment Deadline Date: 6/30/2013**

ELECTRICAL EXHIBITION SERVICES
 129 Sylvester Road, So. San Francisco, CA 94080
 Ph: (650) 225-0900 Fax: (650) 225-0950
 sanfrancisco@edlen.com

COMPANY:		BTH #	
EVENT:	49th Joint Propulsion Conference		
FACILITY:	San Jose Convention Center		
DATES:	July 14 -17, 2013	EVENT#	073057SF

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS		ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.			QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
		120 VOLT					
		500 WATTS (5 AMPS)			120.00	180.00	
		1000 WATTS (10 AMPS)			198.00	297.00	
		1500 WATTS (15 AMPS)			235.00	353.00	
		2000 WATTS (20 AMPS)			295.00	442.00	
		MISC. REQUIREMENTS					
					.00	.00	
					.00	.00	
					.00	.00	
ISLAND BOOTHS Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.		LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
		1000 WATT OVERHEAD LIGHT (Call for quote)			.00	.00	
		ARM LIGHT (Only mounts to hard wall structures)			92.00	138.00	
		8' POLE LIGHT WITH 1 FIXTURE			92.00	138.00	
		8' POLE LIGHT WITH 2 FIXTURES			138.00	207.00	
208/480VOLT SERVICES If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.		MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
		15' EXTENSION CORDS				21.00	
		POWER STRIPS				21.00	
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.		ELECTRICAL LABOR					
		ST (Mon-Fri, 8am-4:30pm, excluding holidays)				115.00	
		OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)				230.00	
LIGHTING Overhead lights are installed on time and material basis. Call for quote. Arm lights can only be installed on a hard wall structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.		PLACE TOTAL HERE					
		PRINT NAME:					
		AUTHORIZED SIGNATURE:					
		EMAIL:			PHONE:		
		TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.					
Form 120V-022213		The "Method of Payment" form must be completed and returned with this order form.					

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 6/30/2013



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EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee **MUST** be included with transfer.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #									
CREDIT CARD NUMBER:						EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:			
EMAIL ADDRESS:						THIRD PARTY: YES or NO			
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:				CITY:		ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

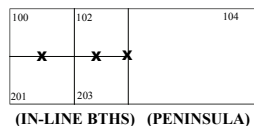
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

TERMS & CONDITIONS

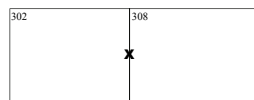
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

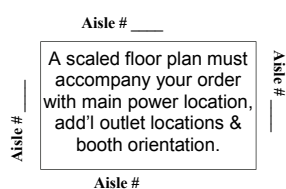
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



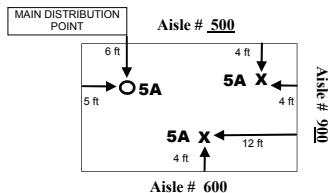
(IN-LINE BTHS) (PENINSULA)



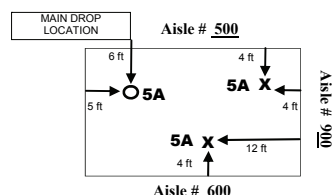
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

408 Almaden Blvd
San Jose, Ca. 95110
(408) 792-4149 FAX: (866) 929-6775

San Jose Convention Center

COMPUTER & VIDEO EQUIPMENT ORDER FORM

ORDERING: To order audio-visual equipment for your booth, please fill out this form and return a copy with your payment to the address above by 30 days prior to exhibit. Orders received less than 30 days prior are subject to a 20% rate increase.

PRICES: Listed rates are for the entire show. Labor is a one time charge unless the order is extensive. On-site cancellations will be refunded 50% of the rental charges.

DELIVERY: Your on-site contact must be present to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

EXHIBITOR INFORMATION

Firm Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Ordered By: _____ Phone: _____
Signature: _____ Fax: _____

ON-SITE INFORMATION

On site Contact: _____ Email: _____
Show Name: _____ Booth #: _____
Delivery Date: _____ Time: _____
Opening Date: _____ Time: _____
Removal Date: _____ Time: _____

DESCRIPTION	QTY	SHOW RATE	ON SITE	DESCRIPTION	QTY	SHOW RATE	ON SITE
PERSONAL COMPUTERS				DATA DISPLAY MONITORS			
P4 / 1.6 GHz 256mb / 20gb / 48x CD		\$275.00	412.50	20" Flat Screen LCD Monitor		\$475.00	712.50
P4 / 2.4 GHz 256mb / 40gb / CDRW / CD		\$325.00	487.50	40" Flat Screen LCD Monitor		\$ 900.00	1200.00
LAPTOP COMPUTERS				42" Plasma Screen with speakers		\$900.00	1200.00
P3 / 700 MHz 256 mb / 12gb / DVD / 56k		\$275.00	412.50	60" Plasma Display Monitor		\$1750.00	2625.00
P3 / 1GHZ 256mb / 30gb / DVD / CDrw		\$325.00	487.50	Plasma Monitor Floor Stand		\$50.00	75.00
P4 / 2.4 GHZ 512 / 40gb / DVD / CDrw /				LIGHTING			
PRINTERS & PERIPHERALS				Ultimate Light tree		\$75.00	\$125.00
Laser Jet 4M+, 5M		\$225.00	337.50	Source Four Leko 19, 26, or 36 degree		\$35.00	\$55.00
Color Laser Printer		\$675.00	1012.50	VIDEO EQUIPMENT			
Amplified Speaker – each		\$ 70.00	105.00	1/2" VHS Video Cassette Player w/ Repeat		\$125.00	187.50
DATA / VIDEO PROJECTION				DVD Player		\$125.00	187.50
LCD Projector XGA 3K Lumens		\$900.00	1350.00	27" TV / VCR/DVD (Circle One) Combo Unit		\$350.00	525.00
LCD Projector XGA 5K Lumens		\$1500.0	2250.00	AUDIO EQUIPMENT			
PROJECTION SCREENS & STANDS				Wireless UHF Hand Held / Lav Microphone		\$450.00	675.00
5' Tripod Screen w/ Black Skirt		\$75.00	112.50	Powered Speaker each		\$480.00	620.00
6' Tripod Screen w/ Black Skirt		\$75.00	112.50	4 Channel Audio Mixer		\$150.00	225.00
Safelock Projection Adjustable Stand		\$40.00	60.00	Portable Sound System (1mic, 1spk, mix)		\$550.00	1000.00
34" AV Cart w/ Black Skirt		\$40.00	60.00	PLEASE CALL FOR PRICING ON EQUIPMENT NOT LISTED ABOVE			
54" AV Cart w/ Black Skirt		\$50.00	75.00				

PAYMENT INFORMATION

Payable to **VISUAL AIDS ELECTRONICS**

Equipment Total

On-site charge (50%)

%9.25 Sales Tax

22% Service Charge

TOTAL AMOUNT DUE:

VISA 

MASTERCARD 

AMEX 

Cardholders Name: (PRINT) _____

Credit Card #: _____ Code : _____ Exp Date: _____

Card Billing Address: _____

Phone Number: _____

Authorized Signature: _____

The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Visual Aids Electronics Corporation.

Received by: _____

Date: _____



1250 Oakmead Parkway, Suite 210
Sunnyvale, CA 94085
slcc@streamLinecom.com
+1 408-437-7730 (phone)
+1 408-271-6281 (fax)

AIAA Joint Propulsion Conference

San Jose McEnery Convention Center

July 14-17, 2013

Telephone Service Order Form:

Room/Booth Number(s): _____	Order Date: _____
On-Site contact: _____	Comp./Org. Name: _____
Exhibiting Firm: _____	Address: _____
Authorized by: _____	_____
Signature: _____	City: _____
Phone Number: _____	State: _____
FAX Number: _____	Zip: _____
eMail Address: _____	Country: _____

Show general locations of outlets in booth
Indicate Booth dimensions and aisle number

L
e
f
t

Rear

Aisle # _____

R
i
g
h
t

Aisle # _____

Aisle # _____

Aisle # _____

Payment Options:	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<input type="checkbox"/> American Express	<input type="checkbox"/> Money Order
Card Number: _____	
Card Holder: _____	
Exp. Date: _____	
Signature: _____	
Check Payable to: StreamLine Communications Corp. 1250 Oakmead Pkwy. Ste 210, Sunnyvale, CA 94085	

Type of Service	Std. Rate	Quantity	Total
Single Line Service ¹	\$300/line		
Less 15-day Discount ²	(\$75.00)		()
Special Features ³	Call		
Total Charges			

¹Single-Line Service: Installation of a touch-tone line (25' cord) and single line telephone. Telephone instruments may be picked up at the Service Desk. Phone line service is via Avaya PBX with analog line interface. User must dial a preceeding "9" and then the target phone number. Local and long distance service is included.

²Discount Rate: Orders with **payment received 14 days prior to move-in** may deduct \$75.00/line for a net cost of \$225.00/line.

³Special feature lines (Call Waiting, Roll-over etc.), multiline handsets, or speaker phones require additional cost.

Please note here if phone service is for FAX/MODEM: _____

For questions about phone or ISDN services, please contact StreamLine Communications Corp. @ 408-437-7730.

For Office Use Only	For Office Use Only
Received by: _____	Date: _____
Check Number: _____	Receipt #: _____
Event ID #: _____	



StreamLine Communications Corporation
1250 Oakmead Parkway, Suite 210
Sunnyvale, CA 94085
ph. (408) 437-7730, fax (408) 271-6281

AIAA Joint Propulsion Conference

July 14 -17, 2013

San Jose McEnery Convention Center (SJCC)

SJCCnet™ High Speed Wired Internet Access Service Order Form:

Company/Organization: _____	Booth/Room Location: _____
Billing Contact: _____	
Phone Number: _____	Fax Number: _____
Contact Address: _____	
Contact Email: _____	

Service Summary: Physical connection to the network is via Category 5e, UTP copper uplink cable with a RJ-45, 568B wired male connector. Each "uplink" connects to dedicated ports on fully managed 10/100Mbps Ethernet switches that are in turn connected via fiber backbone to Cisco routers which are the gateways to one of two 10Gbps+ Tier 1 national backbones operated by XO Communications and AboveNet. IP address, Subnet Mask, Gateway & DNS information are provided on site during move-in. The per event fee for wired "Internet Connections" of \$895.00 includes one (1) IPv4 IP address for use by one (1) host system. A \$200.00 fee applies for each additional host system that shares an Internet Connection within a booth or small room whether via a hub, switch or router. Clients are responsible for supplying their own network equipment and cables, or may rent these items from StreamLine at the rates noted below. Clients are responsible for the configuration and operation of their PC/host systems, applications software and network hardware connected to the SJCCnet network.

Order Summary: (enter quantities & dollar extensions below)

Internet Connection/Access Fee: (includes 1 st host IP address)	_____	x	\$895.00/ connection	= \$ _____
Additional Hosts (IP Addresses) on a Shared Connection:	_____	x	\$200.00/ host system	= \$ _____
Late Order Fee (<i>orders or payments received <u>after</u> deadline</i>)	_____	x	\$300.00/ late order	= \$ _____
Hub Rental Fee (6-8 port, 10/100Mb/s or 10Mb/s Ethernet Hubs)	_____	x	\$125.00 or \$75.00 ea.	= \$ _____
Patch Cable Rental Fee (\$25.00 < 50' or \$35.00 < 100')	_____	x	\$ 25.00 or \$35.00 ea.	= \$ _____
Other Services: _____	_____	x	\$ _____	= \$ _____
TOTAL FEES:				= \$ _____

Payment/Method: (payment must be received 14 days prior to move-in to ensure order acceptance/service delivery).

Company/Organization Check: Checks should be made payable to "StreamLine Communications Corporation" & sent to: StreamLine Communications Corp., 1250 Oakmead Parkway, Suite 210, Sunnyvale, CA 94085

Credit Card: (Check one and complete all lines below)

VISA: _____ MasterCard: _____ (StreamLine does not accept/process payment via AMEX)

Card #: _____ Exp. Date: _____

Name on Card: _____ Signature: _____

Bank Transfer: Please contact StreamLine Communications Corporation for instructions

For additional information or assistance, please contact StreamLine Communications Corporation representative:
Mike Sodergren: Phone: (408) 437-7730, fax (408) 271-6281, or email: slcc@streamlinecom.com